




# Welcome to your fax machine

- |                               |                                   |                                       |
|-------------------------------|-----------------------------------|---------------------------------------|
| <b>A</b> Document guides      | <b>E</b> Power switch             | <b>I</b> Control panel                |
| <b>B</b> Document tray        | <b>F</b> Top cover release button | <b>J</b> Recording paper tray         |
| <b>C</b> Telephone connection | <b>G</b> Recording paper cassette | <b>K</b> Control panel release button |
| <b>D</b> Top cover            | <b>H</b> One-touch dial keypad    | <b>L</b> Exit document tray           |

- 
- |  |  |  |
|--|--|--|
| <b>1 LCD DISPLAY</b><br>Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.                                    | <b>8 ABB. DIAL /ALPHABET</b><br>Press this key in order to select a stored alphabet dial number or a name.   | <b>16 RESOLUTION KEY</b><br>Press this key to change the resolution according to the document.   |
| <b>2 ONE TOUCH DIALLING KEYS</b><br>Sends documents at the push of a button. You can also store special functions and programmes here.   | <b>9 REDIAL / PAUSE</b><br>Activates the last number dialled, inserts a dialling pause.  | <b>17 CONTRAST</b><br>Adjust the contrast of your document.  |
| <b>3 DIAL KEYPAD</b><br>Used for entering telephone numbers or selecting characters.<br><br>" <b>*</b> " and " <b>#</b> " KEY<br>Used to move the cursor to the left or right. | <b>10  KEY</b><br>To access to an public line when this machine is connected to PABX.   | <b>18 COPY/JOURNAL</b><br>Makes a copy of your original or prints a journal without an original.   |
| <b>4 QUICKSCAN LED</b><br>Indicates that the Quick scan feature is on.   | <b>11 MENU KEYS</b><br>With these keys, you call up the menus on the LCD display.<br> starts the first menu display.<br>Press again for the next menu display.<br> calls up the previous menu. | <b>19 CHAIN DIAL</b><br>Press this key to add additional memory for storing extened fax numbers.   |
| <b>5 MEMORY LED</b><br>Indicates that all documents will be read in memory.  | <b>12 ENTER KEY</b><br>Press this key if you wish to confirm a selected menu item.   | <b>20 MONITOR / CALL KEY</b><br>Activates the loudspeaker for listening-in to the call establishment procedure. Press this key if you wish to ask the receiver to speak to you after fax transmission. |
| <b>6 MEMORY TX KEY</b><br>Switches the above described feature off/on. Use this function if "MEMORY FULL" is displayed.  | <b>13 START KEY</b><br>Initiates the sending and receiving options.  | <b>21 MULTI KEY</b><br>To create a group consisting of one touch dialling, ABB. dialling and manual dialling numbers.  |
| <b>7 QUICKSCAN KEY</b><br>Switches off/on the quck scan feature. Switch off this feature when using more then 20 documents.  | <b>14 RESET KEY</b><br>Clears error messages and terminates input.   | <b>22 ALARM LED</b><br>Flashes when a machine error occurs.  |
|  | <b>15 AUTO RCV KEY</b><br>Switches between automatic and manual reception.   | <b>23 BUSY LED</b><br>Flashes or lights up when the fax machine connects to the line or is just transmitting or receiving.   |

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# Preparation

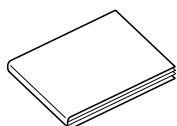
## Unpacking

When unpacking your machine, please check that all parts shown here are present and in perfect condition.

1. Fax machine



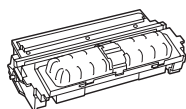
2. User manual



3. Powercable



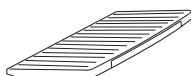
4. Process unit with toner



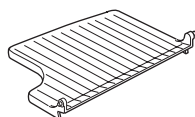
5. Fixer cleaner



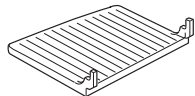
6. Document tray



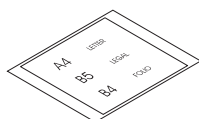
7. Exit document tray



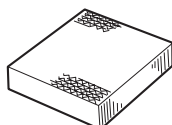
8. Exit paper tray



9. Recording paper indicator



10. Ozone filter



The correct location for your fax machine is easily found:

- near a 230 V AC socket\*,
  - near a telephone connection, ideally with a single line reserved for your fax machine.
- \* No other equipment with high power consumption (such as a photocopier) or equipment which generates electrical noise (such as a radio, computer, radio transmitting and receiving equipment) should be connected to this mains supply.

### AC power

You will find the mains connection on the back of the machine. The ON/OFF switch is situated above the mains jack. Now switch your machine on.

Please protect your machine from:



vibration



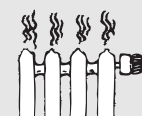
direct sunlight



dust



humidity



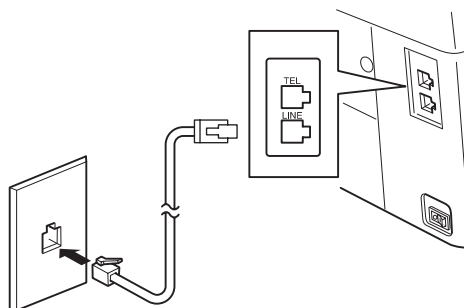
heat

## Connection to the mains

Ensure contact and operating voltage.

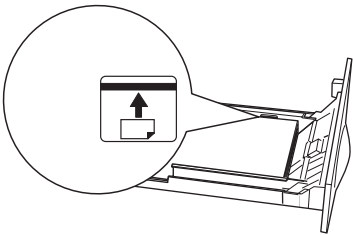
### Telephone connection

Connect your fax machine (LINE jack) to the telephone socket, as shown on the right.




# Preparation

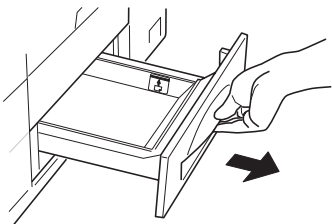
## How to insert the recording paper:




Remove the paper cassette

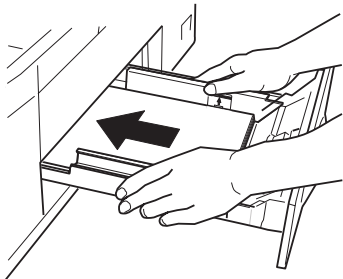
**Insert a stack of A4 paper.**  
Prepare the recording paper by flexing and fanning out the stack to separate the sheets.  
  
Place the paper so that it lies straight in the cassette with the side to be printed facedown and don't forget:

 The paper cassette holds a maximum 250 sheets (80 g/sm). The paper is never stacked above the limit mark. (as shown on the left)

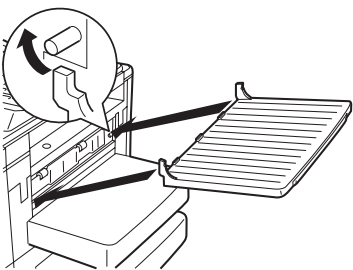


**Then: Slide the cassette into the slot**  
until you hear it lock in place.

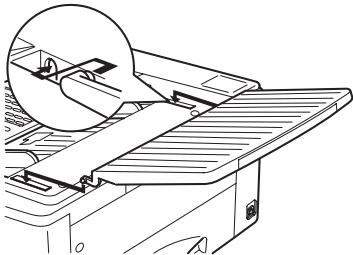
 Do not use damp, wrinkled or torn paper.



## How to install the trays and guides:




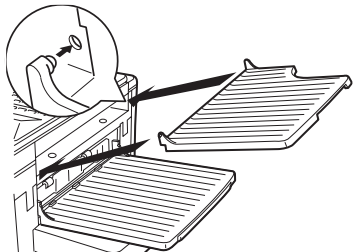
The document guide is inserted into the slots on the top cover.



**Install the exit paper tray fits in the slots on the left side of the fax.**


**Install the exit document tray fits in the slots on the left below the control panel.**

 To avoid damage, never place any heavy objects on the document guides.



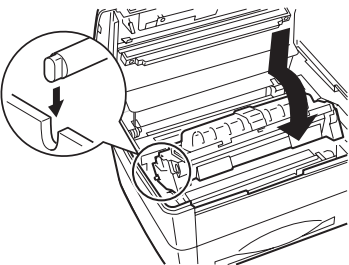
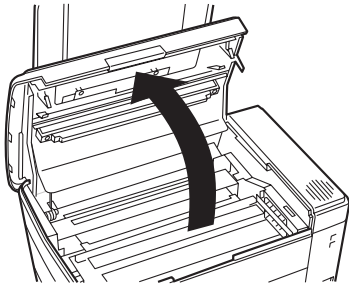
# Preparation

## How to install the process unit:


 In order to transport or move the machine the toner pack and the process unit has to be removed.

In order to prevent transport damage, the high-quality process unit of your new fax machine is delivered in special packaging to provide additional protection. Please follow the enclosed instructions. This is how to install the unit:

**Open the top cover**  
by pressing the release button.



**Install the process unit...**  
by inserting the pins into the lateral guides and then, by applying slight pressure, lower it into the correct position.

 A damaged drum will affect the copy quality. Therefore: Never touch the drum surface or expose the drum to sunlight for more than three minutes.

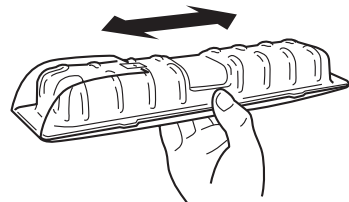
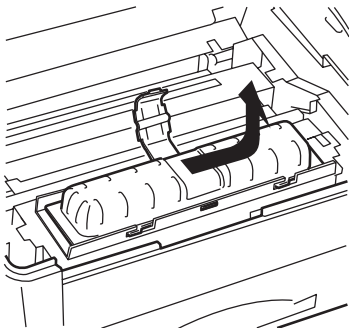
## To make a good impression: The toner pack

When installing the machine for the first time or later when the message TONER LOW or TONER EMPTY is displayed, you must replace the toner pack in your fax machine. At the same time also replace the fixer cleaner.

**When replacing toner:**  
Release the green stopper and pull the pack out of its support in the direction of the arrow, as shown.

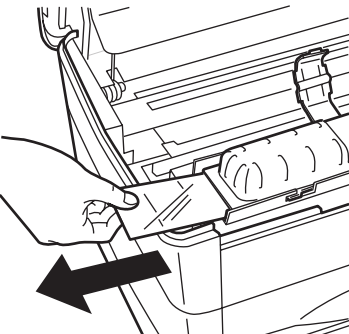
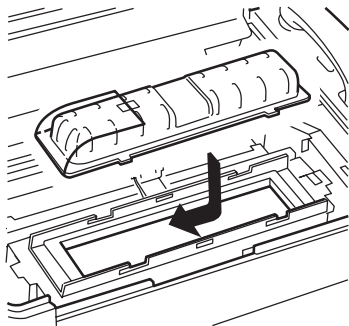
**When installing for the first time:**  
Unpack the toner pack supplied.

Do not touch any sensitive parts of the printer system.



**First shake the new toner pack,**

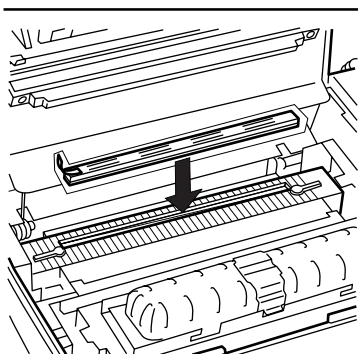
insert in the direction of the arrow and slide forward.



**Now remove the seal.**  
When holding the protective foil, be sure to avoid contact with any toner residue.

# Preparation

The toner pack latch locks into place with a click.

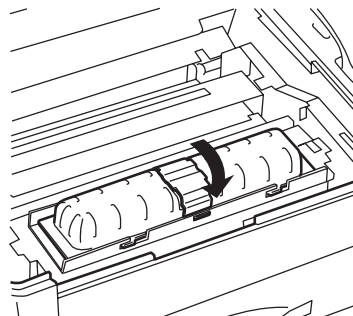


## Replacing the fixer cleaner

(or installing for the first time): If necessary, pull the used cleaner ribbon upwards: when inserting the new cleaner, be sure that the white felt side is facedown.



**Do not touch any parts inside the machine other than those described. The fixer cover can be very hot - even after the machine has been switched off.**



Now



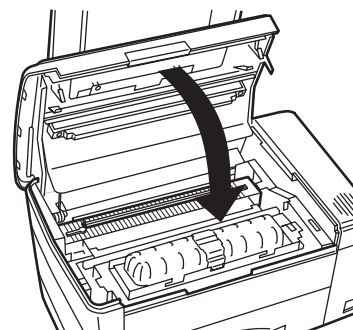
**close the cover**  
until it locks firmly into place.

Never throw the old pack into an open fire. Use packaging from exchanged parts to ensure proper disposal as inorganic waste.

### CAUTION:

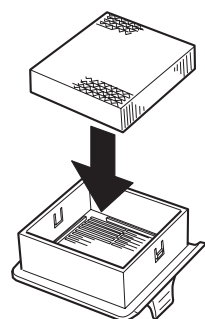
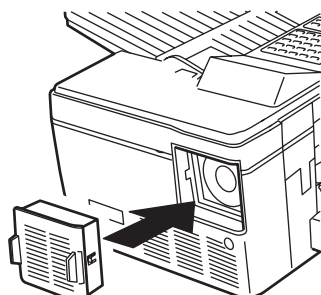
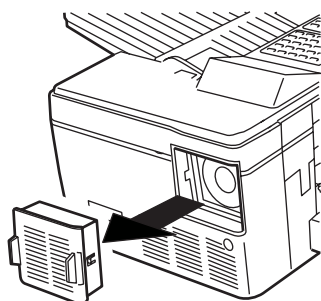
In case you come into contact with toner:

- Wash hands in cold water and clean thoroughly with soap.
- Wash eyes with plenty of water.
- If you have inhaled toner, breathe deeply in the open air.
- If toner gets in your mouth, wash it out with plenty of water.
- In an emergency, call a doctor.



## ...and now: the ozone filter


As you see, it is inserted in its support underneath the cover. When inserting, hold the filter only by the ribbons in order to avoid clogging the filter mesh.



# Installation

## The Menu-system

The LCD display gives suggestions, asks questions and request you to input data. The first four menu items are shown, but there might be some more behind. Selection is made with the dial pad.


 As long as entries are made, it is not possible to receive. Because of that, machine turns to idle status, if no entry is made within one minute.

Practice with the following example.




standby mode

### Start the menu.

The first 4 menu items are displayed.  The small arrow in the LCD is a indicator for other menu items being available.

Press menu button to display.

### Select a menu item

 To select a sub menu, there is no need to see it in the LCD. Simply press a button on the dial pad.

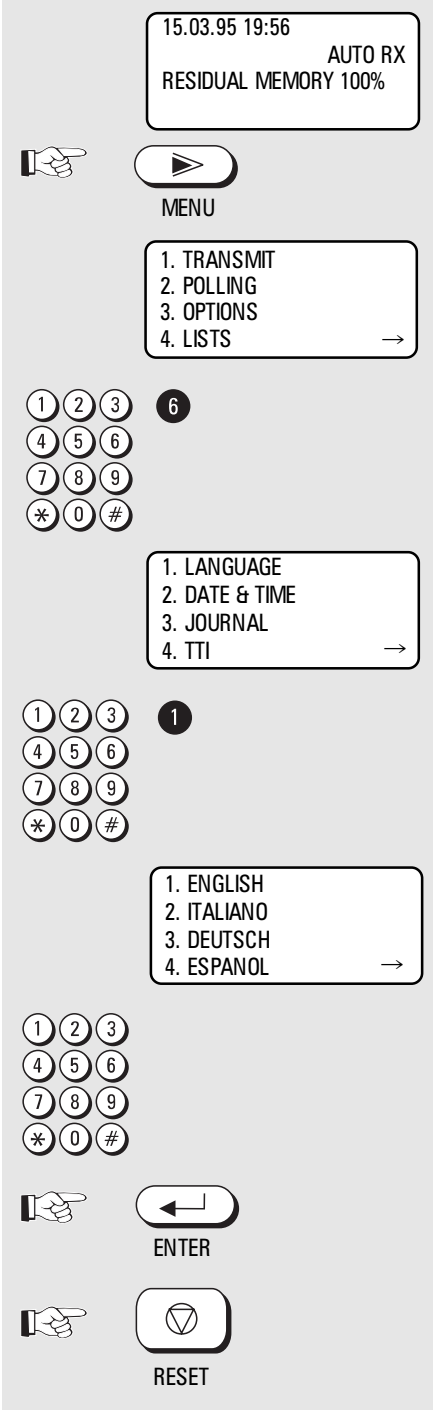
The report is printed.



# Installation

## Set language

Your fax machine is set to English. Please carry out the following menu steps if you wish to use another language for the menu and the list prints.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Additional languages can be selected with the menu button.

Select a menu item

Confirm with ENTER

Press RESET, return to standby mode

# Installation

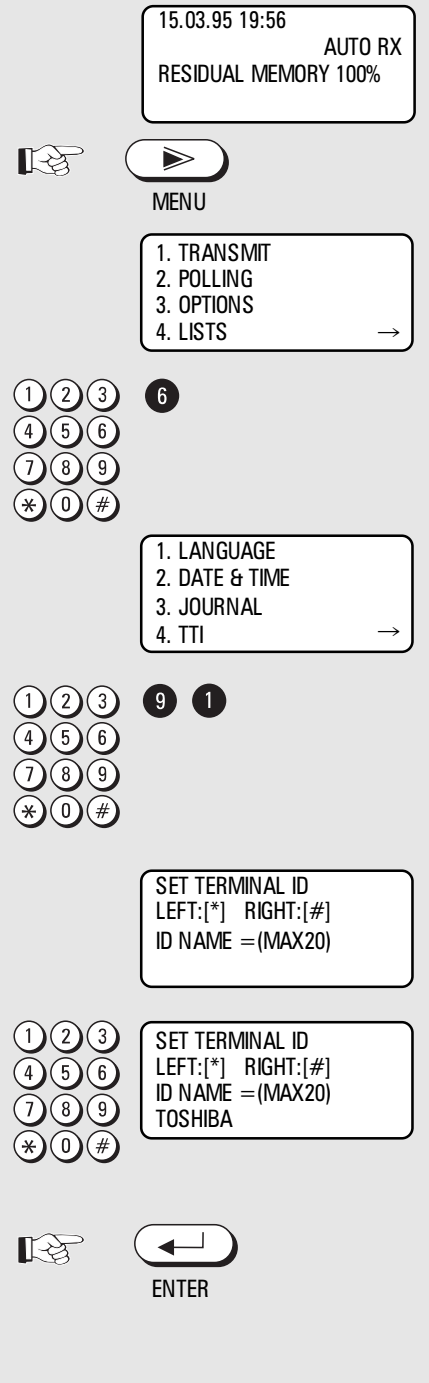
## Enter user name

The following steps include entering the name, the terminal identification, the dialling procedure and the line type. These settings should be made quickly, as the maximum permitted pause between data entry is approx. one minute. Take your time therefore to read the information concerning the name, identification, dialling procedure and line type, and only start the procedure when you have finished reading.

If you have not entered all the data within the permitted time, the details will not be completely stored. In this case, repeat the entire procedure again.

The transmission header not only contains the terminal ID but also the user name. This can contain up to 20 characters. Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the “#” key to got to the next position. Use the “\*” key to got back one letter and make any corrections. Use the “0” key to select special characters. When the name is complete, press the **ENTER** key.

Example: TOSHIBA



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter the name  
Example: TOSHIBA  
1 x 8 = T #    3 x 4 = I #  
3 x 6 = O #    2 x 2 = B #  
4 x 7 = S #    1 x 2 = A  
2 x 4 = H #

Confirm with ENTER

(continue with "Enter terminal ID")

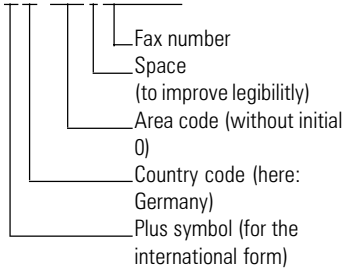
# Installation

## Enter terminal ID

The terminal ID which is part of the transmitting header contains the number under which your fax machine can be reached. The number should be entered in the international format:

Example:

+44-2131-12345678



Enter the actual figures via the dial keypad (as usual).


INTERNATIONAL CODE ?  
1. ADD +  
2. NOT NEEDED

1 2 3  
4 5 6  
7 8 9  
\* 0 #

1

SET TERMINAL ID  
TOSHIBA  
TEL NUMBER =(MAX20)  
+

1 2 3  
4 5 6  
7 8 9  
\* 0 #



ENTER

Select number 1.

Select a menu item

Make your selection

Now enter your fax number

- Insert a pause with pause button

Confirm with ENTER


(continue with "Setting dialling method")

## Setting dialling method

There are two dialling methods. The pulse-dialling method is normally used in the public switched telephone network. If your fax machine is connected to a PABX, the DTMF dialling method may also be used. As the public network is modernised, this dialling method may also be used in the public network. If you are in any doubt, first try the pulse-dialling method (basic setting). If the dialling procedure fails, try DTMP dialling. However DTMF is the most efficient.

SET DIAL TYPE  
1. MF  
2. DP

1 2 3  
4 5 6  
7 8 9  
\* 0 #



ENTER

Select a dialling method

MF: Tone dialling  
DP: Pulse dialling

Select a menu item

Confirm with ENTER

(continue with "Connection to PABX")

# Installation


## Connection to PABX, obtaining a public line

The TF 651 can be connected not only to the public switched telephone network (public line) but also to a PABX. In this case, additional parameters have to be entered.

With PABXs, the public line is obtained in various ways:

- **Number**      Dial one digit (or several digits) in order to obtain the public line
- **Earth key**      Earth potential is connected to the voice wire(s) in order to obtain the public line
- **Flash key**      With this method of obtaining the public line, the connection circuit is interrupted briefly.

The public line is now obtained with the „\* „ key. If you have any doubts concerning the way in which the public line is obtained, please contact the company who installed your PABX.

 With this method of obtaining the public line, the connection circuit is interrupted briefly.

When the method of obtaining a public line has been entered, you must always press the key “\*” before the actual number when you dial your fax partner. This is also applicable for saving the fax numbers (see [page 44ff](#)).

EXCHANGE TYPE

1. PSTN  
2. PABX

1 2 3  
4 5 6  
7 8 9  
\* 0 #

EXCHANGE PSTN  
Go to A

EXCHANGE PABX  
Go to B


Working at main station or at an extension.

Select a menu item


Go to A / B

A      PSTN

1 2 3      1  
4 5 6  
7 8 9  
\* 0 #

 ENTER

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

 RESET

Select a menu item (PSTN)


Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

B      PABX

1 2 3      2  
4 5 6  
7 8 9  
\* 0 #

 ENTER

EXCHANGE TYPE

1. EARTH  
2. FLASH  
3. DIGIT

Obtaining public line  
= earth key  
Go to A

Obtaining public line  
= flash  
Go to B

Obtaining public line  
= digit  
Go to C

Select a menu item (PABX)

Confirm with ENTER

Access with . . .

Go to A / B / C

GB

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Installation

TOSHIBA    TF 651

# Installation

A

Obtaining public line  
=earth key

1

2

3

4

5

6

7

8

9

\*

0

#

1

ENTER

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

→

RESET

Select a menu item (earth key)

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

B

Obtaining public line  
=flash

1

2

3

4

5

6

7

8

9

\*

0

#

2

ENTER

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

→

RESET

Select a menu item (flash)

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

TF 651 TOSHIBA

Installation 13 GB

C

Obtaining public line  
=digit

123

456

789

\*0#

3

ENTER

SET ACCESS TYPE

ACCESS DIGIT=(1-3)

123

456

789

\*0#

ENTER

1. LANGUAGE

2. DATE & TIME

3. JOURNAL

4. TTI

→

RESET

Select a menu item (digit)

Confirm with ENTER

Machine prompts user to enter the code (max. 3)

Enter the digit(s) for obtaining public line

Confirm with ENTER

You are leaving the sub-menu



Press RESET, return to standby mode

# Installation

## Set date and time

Enter the current date and time at this point so that all details relating to date and time is correct. The internal clock of your fax machine then runs automatically - even in the event of a power failure.

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

  
MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

→

123  
456  
789  
\*0#

6

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

→

123  
456  
789  
\*0#



2

SET DATE & TIME  
  
DD-MM-YY HH:MM WWW  
01.01.90 23:55

123  
456  
789  
\*0#



2

SET DATE & TIME  
  
DD-MM-YY HH:MM WWW  
15.03.95 19:56

  
ENTER

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

→

  
RESET

standby mode


Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Entry for  
DD.MM.YY = Day, Month, Year  
HH:MM = Hour, Minute  
WWW = Day of the week


 Use „>> / <<„ buttons to move and select the day

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

TF 651 TOSHIBA

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# Reception of documents

## Set standby mode

If your fax machine is connected to the PSTN or the PABX, there are four different ways of receiving documents. Use the YES key to switch between the following types of reception: Press AUTO button to select:



AUTO RCV.

1. AUTO RECEIVE MODE
2. MANUAL RECEIVE

AUTO  
Go to A

MANUAL  
Go to B

## Automatic reception

### A AUTO

If the line is reserved exclusively for fax operation.

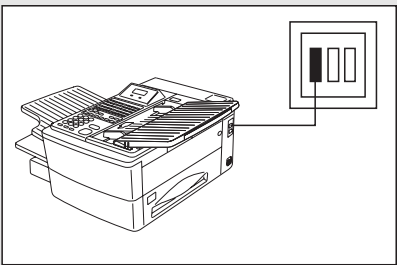


1

AUTO RECEIVE MODE  
RING DELAY = (1-5)



ENTER



The fax machine switches over to reception as soon as the line rings.



The fax machine is always activated, even if the call is initiated by a voice partner.

### Select a menu item

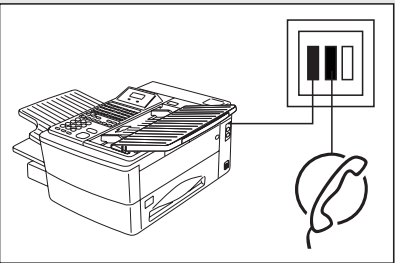
Select how often the machine rings, until takes the call.

## Manuel reception

### B MANUAL

If the line is used primarily for telephone traffic

Key 2



The call must be accepted manually; the fax machine is not activated when the line rings. If you wish to transmit a document, you must press the START key of the fax machine.



Ensure that any fax calls can indeed be accepted; it is always necessary to press the START key.

You can also remotely activate the fax machine (see remote reception).



# Reception of documents



## Junk mail

There are normally no restrictions for receiving documents. The reception protection facility changes this situation so that you can only receive documents if the person sending the document is stored in your alphabet dial memory. The ID of the transmitter is compared with the contents of the alphabet dial memory if the ID is not present in the memory, the transmission is rejected.



Only the final five digits are compared.

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

  
MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

1 2 3  
4 5 6  
7 8 9  
\* 0 #

6

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI



1 2 3  
4 5 6  
7 8 9  
\* 0 #

9 3

PRIVILEGED RX  
  
1. ON  
2. OFF



1 2 3  
4 5 6  
7 8 9  
\* 0 #

1 / 2

  
ENTER

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

→

  
RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a menu item  
1: Protected reception on  
2: Protected reception off

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

# Reception of documents

## Reception reduction

Your fax machine uses A4 paper. For technical reasons the entire length of this page cannot be used. So the fax machine reduces the length of the incoming document. This means that the received image may be slightly compressed. In general, this effect is not problematical. However, if the sizes of the documents must be absolutely identical, it is necessary to deactivate the **reception reduction** facility. In this case, that part of the copy which no longer fits on the page is printed out on a second page. If you are able to do without the “rest” of the page, activate the **discard** facility to suppress printout on the second page.

Original (A4)



Reception reduction: **ON**



Reception reduction: **OFF**  
Discard: **OFF**



Reception reduction: **OFF**  
Discard: **ON**



15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

1 2 3  
4 5 6  
7 8 9  
\* 0 #

7

1. POWER SAVER  
2. TONER DENSITY  
3. RX REDUCTION  
4. DISCARD

1 2 3  
4 5 6  
7 8 9  
\* 0 #

3

RX REDUCTION  
1. ON  
2. OFF

1 2 3  
4 5 6  
7 8 9  
\* 0 #

1 / 2

ENTER

## RECEPTION REDUCTION ON

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a menu item  
1: Rx reduction on  
2: Rx reduction off

Confirm with ENTER

# Reception of documents

**DISCARD**  
(see [page 18](#))

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

123  
456  
789  
\*0#

7

1. POWER SAVER  
2. TONER DENSITY  
3. RX REDUCTION  
4. DISCARD

123  
456  
789  
\*0#

4

DISCARD  
1. ON  
2. OFF

123  
456  
789  
\*0#

1 / 2

ENTER

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item


Select a menu item  
1: Discard ON  
2: Discard OFF

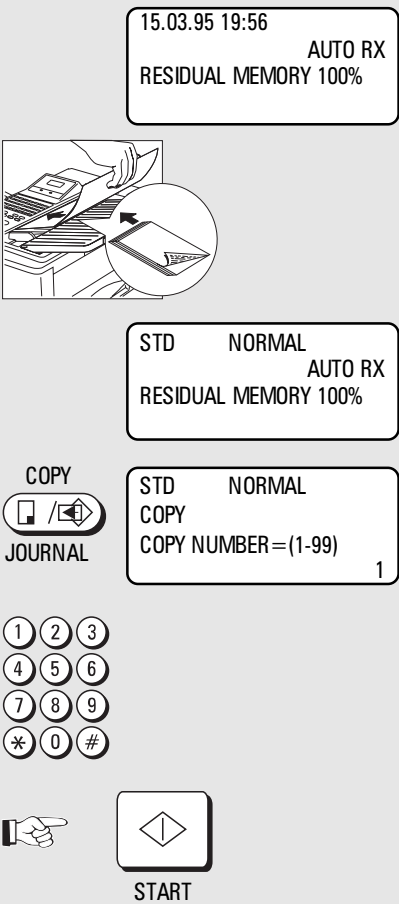
Confirm with ENTER

# Reception of documents

## Local copy

You can use your fax machine to make one or more copies (up to 99).

 The copy is also reduced (see **page 18**).



standby mode

**Load original**  
Remember:  
Printed side face down

Document ready

Press COPY key

Enter amount of copies


Confirm with START

## Memory reception

Under certain circumstances, the machine cannot print out any further incoming copies:

- If there is no recording paper
- If there is a paper jam

In order to prevent problems with reception, the remaining pages are buffered in the memory of your fax machine. Once the problem has been solved, the document is printed out automatically.

 Do not switch off the power supply as otherwise the contents of the memory will be lost.

15.03.95 19:56  
PAPER EMPTY  
SET MEMORY RX  
AUTO RX

Display in case of paper low

or

15.03.95 19:56  
PAPER JAM  
SET MEMORY RX  
AUTO RX


Display in case of paper jam


# Reception of documents

## Interrupt reception

You are able to interrupt reception of a document. Your fax machine is equipped with a memory which stores transmitted documents as well as received documents. For this reason, it is not always clear whether a document is currently being received. Confirm deletion only if "RECEIVING" is displayed after the job entry.

15.03.95 19:56  
RESIDUAL MEMORY 100%  
ON LINE





RESET

CANCEL?  
1. MEMORY INPUT  
2. RECEIVE  
3. DOCUMENT FEEDER

1

2

3

4

5

6

7

8

9

\*

0

#

2

ARE YOU SURE ?  
1.YES 2.NO

1

2

3

4

5

6

7

8

9

\*

0

#

1

CANCELLED

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

Receiving

Press RESET to interrupt

Relevant selections are flashing.

Select a menu item

double check

Confirm

standby mode

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Reception of documents

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GB

# Transmit documents

## Document format

The following table gives you an idea of which documents your fax machine can handle.

**Please note:**

- Documents longer than 420 mm can only be loaded manually.
- If you load several sheets at one time, they should all be of the same size and paper quality.

	Single sheet	2 or more sheets
Document size (max)	216 mm (W) x 700 mm (L)	297 mm (W) x 297 mm (L)
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	252 mm	
How many sheets can be loaded at one time?		QUICK SCAN on 20 sheet A4 QUICK SCAN off 30 sheet A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,12 mm
Quality of paper	Uncoated on both sides	

### Problem documents ...

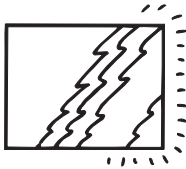
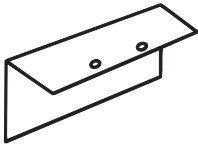
May not feed. This applies to

- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent pages or pages with a smooth, shiny finish
- textile or metallic documents

There are two ways of avoiding this problem:

**... by photocopying or using a carrier sheet.**

Your TOSHIBA dealer can supply you with the necessary carrier sheets.



### How to use carrier sheets:

Place your document face-up on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: only one carrier sheet can be fed at one time.



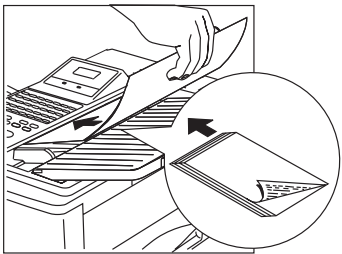
### How to load documents correctly

Remove any paper-clips, staples and similar objects before transmitting the document. Now place your documents on the document tray - up to 30 at one time - as shown.

Manual assistance may be required for pages longer than A4. Position face down. Adjust the document guides to the edges of the sheets.

After 2 seconds, your document will be automatically pulled in by about 2 cm.

If more than 20 pages are loaded, deactivate Quick Scan.



# Transmit documents

## Stack mode

A frequently encountered problem with fax machines is that the document tray is blocked while a document is being transmitted; no other documents can be transmitted while the fax machine is transmitting or receiving documents. This is different with your fax machine: All documents are read into the memory and are then transmitted from this memory. Incoming documents are also read into the memory before they are printed out. The advantage of this method is that the document tray is virtually always free and that documents can be transmitted almost irrespective of the transmission or receiving status of the fax machine. Each procedure is known as a job. A job may consist of one or more documents which you can transmit to your partners. A job can also be a multi-address transmission or a delayed transmission. Your fax machine is able to manage 50 such jobs. Each of these jobs is placed on a stack, from where they are processed in sequence. Your fax machine accepts jobs even while it is transmitting or receiving documents; this means that the document tray is always ready. With every procedure, the fax machine assigns a reference number (job number 001-999) to the job; this number is available via the job list (see Page 44). This number can also be used for deleting a specific job.

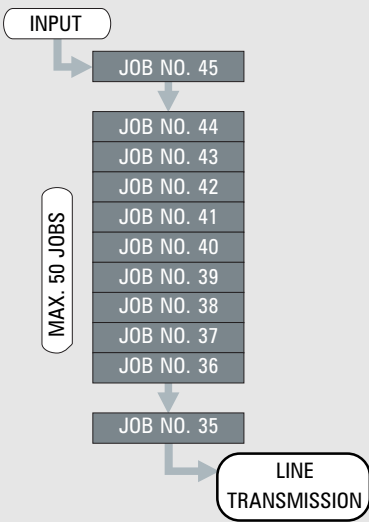
If you want to transmit from the tray directly, simply press MEMORY TX.



Some benefits of memory transmission.

1. Defective pages are retransmitted automatically.
2. If line is disconnected, missing pages are transmitted by redialing.

If document ID is switched on (refer [page 56](#)) unsuccessful transmissions can be recognized, if cover page is printed out.



## Quick scan

Document is scanned in less than 4 seconds into the memory, if standard resolution is selected. This function can be switched off by pressing QUICK SCAN button.




If more than 20 pages are loaded, Quick scan has to be deactivated.

# Transmit documents

## Direct transmission

In the normal transmission mode your fax machine reads all documents into the memory before they are transmitted. If the documents are too large for the memory or if you have too many documents, you can also send directly from the document tray without reading the documents into the memory.

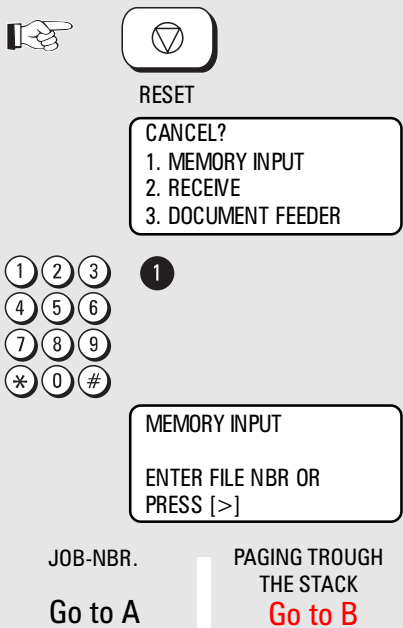
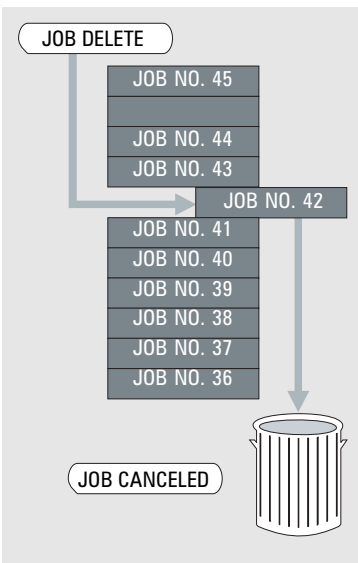
Simply press the RESET key if you wish to interrupt this transmission process.

 If you find that the memory is frequently too small, ask your dealer for a memory expansion!




## Delete transmission from stack

You may inadvertently dial the wrong partner or you may enter a wrong number. You then have to interrupt this procedure. It is possible for this procedure to be situated between other jobs. As a result of stack mode, it is possible for the current transmission not to be directly related to the actions of the operator. These procedures are deleted by "paging" through the job stack; search for the appropriate job and delete the specific job.

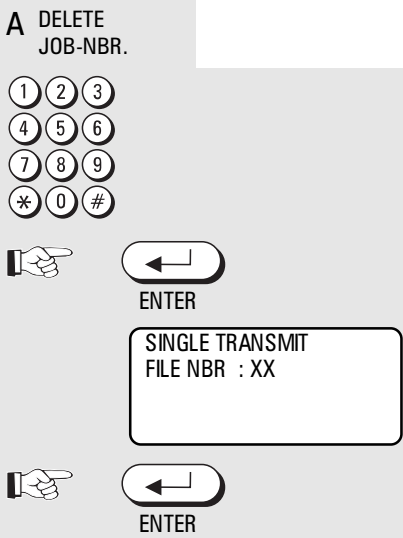


Press RESET to interrupt

 Relevant selections are flashing

Select a menu item

Make your selection  
Job-Nbr.  
-or-  
paging



Enter Job-Nbr.

Confirm with ENTER

Selected job is displayed

Confirm with ENTER



# Transmit documents

SINGLE TRANSMIT  
FILE NBR : XX  
ARE YOU SURE ?  
1.YES 2.NO

1 2 3

4 5 6

7 8 9

\* 0 #

1

CANCELLED

Confirm

Select a menu item

The cancel list is printed

## Paging trough the stack

B PAGING TROUGH  
THE STACK

➡

MENU

SINGLE TRANSMIT  
FILE NBR : XX

➡

MENU

POLLING RESERVE  
FILE NBR : XX

➡

⬅

MENU

⬅

↩

ENTER

SINGLE TRANSMIT  
FILE NBR : XX  
ARE YOU SURE ?  
1.YES 2.NO

1 2 3

4 5 6

7 8 9

\* 0 #

1

Press MENU button

Current job is displayed

Press MENU button again

Next job is displayed

Page forward or backwards

-or-

Confirm with ENTER

Confirmation

Select a menu item

The cancel list is printed

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Transmit documents 25 GB

# Transmit documents


## Automatic fax messages


To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established.


Your benefit: Your documents will leave the fax immediately. (Refer to [page 23](#))

If you decide to use the listening-in version (see [page 29](#)), you can also acoustically monitor the call establishment process.

This is useful whenever you have problems with establishing a connection. The reason is frequently a wrong number, or a fax machine which is not ready to receive.


- 

With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax machine has been contacted.
- 

Residual memory depends on the size of the stack!
- 

Please note that you must press the „\*“ button before the actual fax number if your fax machine is connected to a PABX.


15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%



STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%


1 2 3  
4 5 6  
7 8 9  
\* 0 #

STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%

  
START

STD    NORMAL  
FILE NBR =01  
RESIDUAL MEMORY 85%

STD    NORMAL  
FILE NBR =01  
RESIDUAL MEMORY 85%  
ON LINE

 COMM LED ON

STD    NORMAL  
FILE NBR =01  
RESIDUAL MEMORY 85%  
ON LINE +49-211-12345678


STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%

- standby mode
- Load original  
Remember:  
Printed side face down
- Document ready
- Select a number
- Corrections with >> / <<. To cancel with RESET
- Confirm with START
- While documents are being read in:  
Job number, current memory capacity and corresponding page number are displayed.
- Dialling starts
- COMM LED on
- Communications starts
- After transmission:  
Return to idle status job is deleted and memory returns to 100%

# Transmit documents



## Transmission with alphabet dialling

Alphabet dialling enables you to enter a double-digit “address” instead of the (frequently-long) fax number of your partner. The real fax number is then permanently stored under this “address”. The alphabet dialling facility thus enables you to save time with frequently used fax numbers.

 Please refer to [page 44](#) for details of how to save alphabet dialling numbers.



STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%

 2x   
ALPHABET

STD    NORMAL  
[ALPHA]  
ABB. NUMBER = (1-150)  
1



STD    NORMAL  
[ALPHA]  
ABB. NUMBER = (1-150)  
1



START  
STD    NORMAL  
ABB. NUMBER = 001  
TOSHIBA

Load original  
Remember:  
Printed side face down

Document ready

Start ABB dial

Make your selection

Your entry  
(Example: 1)


Confirm with START

The stored number is displayed

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

## Transmission with one-touch dialling

One-touch dialling provides you with a very easy method of dialling the number of your partner. You can assign any fax numbers to 12 keys. You need to press a key only once in order to reach your partner.

 Please refer to [page 48](#) for details of how to store one-touch dialling numbers.



STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%



STD    NORMAL  
ONE TOUCH = 01  
BOND

Load original  
Remember:  
Printed side face down

Document ready

Select a one touch key  
(Example: one touch 01)

The stored name is displayed.

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

# Transmit documents

## Transmission with directory function

This type of dialling is similar to searching in a telephone directory. Enter the initial letter of your partner to search for the corresponding fax number in the alphabet dialling memory. This type of dialling is particularly useful if you know the name of a specific partner



STD      NORMAL  
                 AUTO RX  
RESIDUAL MEMORY 100%



ABB. DIAL



ALPHABET

STD      NORMAL  
                 [ABB NUMBER]  
SEARCH CHARACTER= ◆



STD      NORMAL  
PREV:[\*]    NEXT:[#]  
SEARCH CHARACTER= A  
ANDERSON        :025



STD      NORMAL  
PREV:[\*]    NEXT:[#]  
SEARCH CHARACTER= B  
BOND                :002

STD      NORMAL  
PREV:[\*]    NEXT:[#]  
SEARCH CHARACTER= B  
BROWN :007



START

\*)

STD      NORMAL  
PREV:[\*]    NEXT:[#]  
SEARCH CHARACTER= A  
-----:--

## Load original

Remember:  
Printed side face down

Document ready

## Activate directory function

Make your selection  
You can now enter the initial letter of your fax partner. \*)  
(Example: „B“)

### Key „2“

The first name of the corresponding letter (here "A") is displayed, followed by the alphabet dialling memory position where it is stored.

### Key „2“

Presse the key "2" to display the next letter (here "B") which is stored under this key.

Use the keys „\*“ and „#“ to select the desired fax partner with identical starting letters.

## Confirm with START


While documents are being read in:  
Job number, current memory capacity and corresponding page number are displayed.

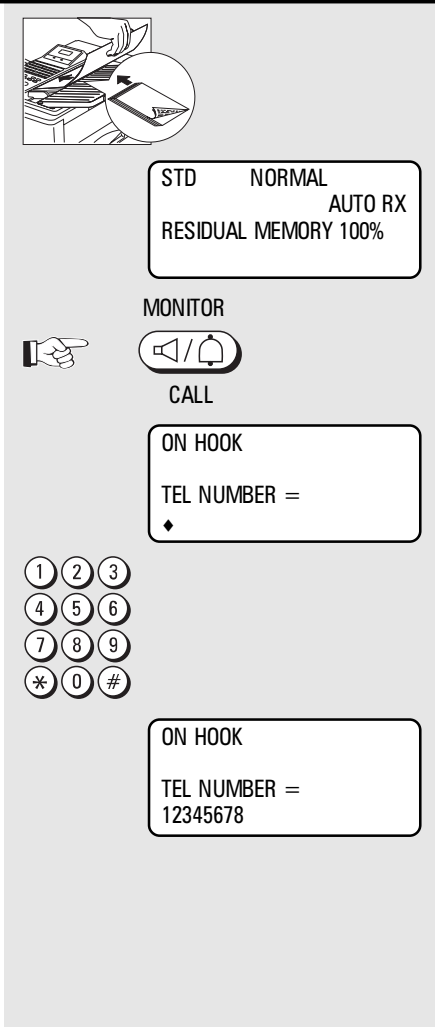
This display appears if no name is stored under the selected letter.

# Transmit documents

## Monitoring

In case of transmission problems, that function is very helpfull. Check dialling by this method allows you to detect wrong numbers and busy parties also.

 With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax machine has been contacted.



### Load original

Remember:  
Printed side face down

Document ready

### Activates monitoring

Make your selection

### Your entry

Dialling starts


While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

# Transmit documents


## Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can however also adjust the resolution to suit the particular documents. Use the following as a rough guide:


- STD** (basic setting)  
For hand-written or typewritten documents
- FINE** For documents with small type such as newspapers and diagrams
- SF** For documents with very small and detailed diagrams
- GREY** 64 grey stages for photographs or colour documents

 3 different greyscales are available.

Check with wrong copy function (refer [page 20](#))

 Higher resolution has a impact on transmission time!

 Home position can be selected (refer [page 66](#)).

 If you want to assign different resolutions, you can do so during scanning.



STD      NORMAL  
            AUTO RX  
RESIDUAL MEMORY 100%



MODE

1.STD    4.STD-GR  
2.FINE   5.FINE-GR  
3.SF     6.SF-GR



6



ENTER

SF-GR    NORMAL  
            AUTO RX  
RESIDUAL MEMORY 100%

## Load original

Remember:  
Printed side face down

Document ready

Press "MODE"...

Make your selection

Select a menu item (Example:  
Superfine-GREY)


Confirm with ENTER

After transmission:  
Resolution returns to idle status.

# Transmit documents


## Set contrast

Some characters cannot be transmitted if the print on documents is weak or if colour print is used. In this case, you should set contrast to DARK. On the other hand, there are documents which contain text in coloured fields. In this case, you should set contrast to LIGHT. You can assess the effect of this setting - and thus also the result of your fax transmission - via the local copy (see [page 20](#)).



STD    NORMAL    AUTO RX

RESIDUAL MEMORY 100%



CONTRAST

1. NORMAL DOCUMENT

2. DARK DOCUMENT


3. LIGHT DOCUMENT

1 2 3

4 5 6

7 8 9

\* 0 #



ENTER

STD    DARK    AUTO RX

RESIDUAL MEMORY 100%

Load original  
Remember:  
Printed side face down

Document ready

Press „CONTRAST“ ...

Make your selection


Select a menu item (Example:  
Dark document)


Confirm with ENTER

After transmission:  
Contrast returns to idle status.

## Redial

If it was not possible for your fax message to be sent, this may be due to various reasons (please read [page 70ff](#)). One reason may be that the other fax machine is busy. In this case, it would make sense to call your partner again at a later time. This is done automatically by your fax; it attempts to send the fax message again approx. every three minutes.

 If you have established a call via the TONE key, you can activate the redial function by pressing the redial key.




REDIAL

PAUSE

WAITING TO REDIAL

JOBNUMBER

PRESS [>]




MENU

SINGLE TRANSMISSION

FILE NBR =08

RAINER



ENTER

Redial is selected

Search by pressing MENU button

Press until...

....the right job is displayed


Confirm with ENTER

Redial starts

# Transmit documents



## Delayed transmission

You are able to define a certain time at which the documents will be transmitted; this enables you to overcome the problems involved with different time zones or will enable you to transmit documents at off-peak rates. The benefit of reading into the memory is, that your ADF can be used for next transmission.

 If you use delayed transmission very often, assign a one touch key with this function (refer [page 50](#)).



STD    NORMAL    AUTO RX  
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

1

1 2 3  
4 5 6  
7 8 9  
\* 0 #



1. SINGLE  
2. MULTI  
3. MAIL BOX  
4. RELAY



1

1 2 3  
4 5 6  
7 8 9  
\* 0 #

SINGLE TRANSMIT  
TEL NUMBER =  
◆

1 2 3  
4 5 6  
7 8 9  
\* 0 #

ABB. DIAL    01 ... 35  
   
ALPHABET





ENTER

SINGLE TRANSMIT  
DELAYED TRANSMIT?  
1.NO    2.YES

2

1 2 3  
4 5 6  
7 8 9  
\* 0 #

SINGLE TRANSMIT  
START TIME = HH:MM  
◆◆◆◆



ENTER

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu.

The first 4 menu items are displayed.

### Select a menu item

### Select a menu item

Make your selection  
Select between ten key dialling.

One touch or abb. nbr.

### Confirm with ENTER

### Select a menu item

Make your selection  
Enter transmission time.

### Confirm with ENTER

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

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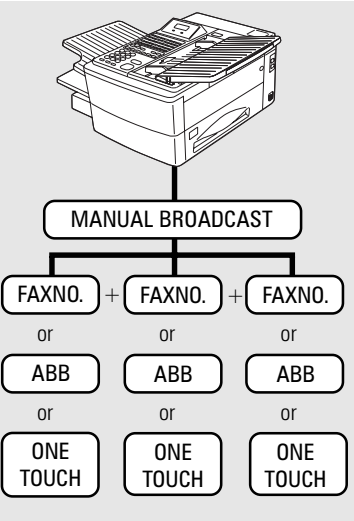
TOSHIBA TF 651




# Transmit documents

## Single multi-address transmission

If you wish to send one document to several partners without spending a lot of time, this function can be used to create a group on one single occasion. The group is deleted after the procedure has been completed. Up to 158 users can be grouped together from one-touch dialling numbers, alphabet dialling numbers or standard numbers.






STD    NORMAL

AUTO RX

RESIDUAL MEMORY 100%



MULTI

MULTI TRANSMIT

ENTER TEL. NUMBER,

ENTER ABB. NUMBER

ONE TOUCH KEY


1 2 3

4 5 6

7 8 9


\* 0 #

ABB. DIAL



ALPHABET

01 ... 35




ENTER

MULTI TRANSMIT

ENTER MORE OR

PRESS [START]



START

Load original  
Remember:  
Printed side face down

Document ready

Press MULTI button

Your choice

Enter number

Confirm with ENTER

Additional number entry with ENTER

-or-

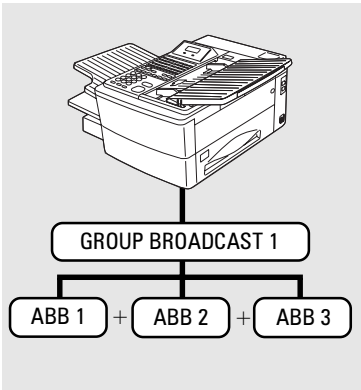
Confirm with START


Dialling starts

# Transmit documents

## Stored broadcast

If you have a fixed group of fax partners to whom you frequently have to send broadcast fax messages, the stored broadcast facility is just what you need. You can use four methods of setting up groups of your choice. It is also possible to store four of these groups on four special keys so that a broadcast transmission can be activated at the push of a button.



 Please refer to [page 49](#) for details of how to program permanent groups.



STD      NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS



1

1. SINGLE  
2. MULTI  
3. MAIL BOX  
4. RELAY



2

MULTI TRANSMIT  
GROUP NUMBER=(1-15)  
◆



ENTER

MULTI TRANSMIT  
GROUP NUMBER=XX  
ENTER MORE OR PRESS  
[↵]:TO COMPLETE



ENTER

MULTI TRANSMIT  
DELAYED TRANSMIT?  
1.NO    2.YES



## Broadcast with stored groups

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu.

The first 4 menu items are displayed.

### Select a menu item

### Select a menu item

Make your selection

### Enter group number

### Confirm with ENTER

For additional groups press ENTER

-or-

### Confirm with ENTER


Select delayed transmission if needed  
(refer [page 32](#)).

### Select a menu item

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.


# Transmit documents

## Broadcast with one touch



STD    NORMAL    AUTO RX

RESIDUAL MEMORY 100%



01...35

Load original  
Remember:  
Printed side face down

Document ready


Press one touch key

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

## Chain dialling operation


Allows you to dial locations that may require more than 38 digits. For example: Long distance carriers and specialized access lines. After you have stored the number, you can transmit as follows. Before you can this feature, you must assign the number to be used for chain dialing to a one-touch key.

The total sum of digits dialed (access + number + ID) can not exceed 128 digits.



STD    NORMAL    AUTO RX

RESIDUAL MEMORY 100%



CHAIN DIAL

CHAIN DIAL

TEL NUMBER =(MAX128)

123

456

789


\*0#

ABB. DIAL

□□□/ABC

ALPHABET

01...35



START

Load original  
Remember:  
Printed side face down

Document ready

Press CHAIN DIAL

Press the dialling numbers using a one-touch key, abbreviated dialing number (alphabet dial) and/or a dial keypad on the operator control panel.

Make your choice

Confirm with START

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.


# Transmit documents


## Delayed polling

A type of self-service facility enables you to fetch documents from another partner if your partner has prepared this function. "Fax on demand", i.e. obtaining information from mailboxes such as weather reports, traffic reports or stock market reports, is also possible with this function.

15.03.95 19:56  
RESIDUAL MEMORY 100%  
AUTO RX

123  
456  
789  
\*0#






START

SINGLE POLLING  
SECURITY CODE ?  
1.NO 2.YES

WITHOUT SECURITY CODE  
Go to A

WITH SECURITY CODE  
Go to B

A WITHOUT SECURITY CODE




1

## Polling, simple polling standby mode

Enter the fax number of the fax machine from which you wish to poll

Confirm with START


B WITH SECURITY CODE




2

SINGLE POLLING  
SECURITY CODE =

123  
456  
789  
\*0#





ENTER

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

Make your selection

Enter 4 digit code

Confirm with ENTER

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.



GB 36 Transmit documents

TOSHIBA TF 651

# Transmit documents

## Polling, variation

STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%

  
MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

2

1 2 3  
4 5 6  
7 8 9  
\* 0 #



1. POLLING RESERVE  
2. SINGLE  
3. MULTI  
4. POLL FROM M-BOX

2

1 2 3  
4 5 6  
7 8 9  
\* 0 #

SINGLE POLLING  
TEL NUMBER =  
◆

1 2 3  
4 5 6  
7 8 9  
\* 0 #

  
ENTER

SINGLE POLLING  
SECURITY CODE ?  
1.NO    2.YES

1 / 2

WITHOUT  
SECURITY CODE  
Go to A

WITH  
SECURITY CODE  
Go to B

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Enter the fax number of the fax machine from which you wish to poll

Confirm with ENTER

Make your selection

Select a menu item

TF 651    TOSHIBA

Transmit documents    37    GB

# Transmit documents

### A WITHOUT SECURITY CODE



1

## SINGLE POLLING

DELAYED POLL ?  
1.NO 2.YES



Make your selection

Select a menu item (Example:  
NO)

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

**B WITH  
SECURITY CODE**



2

## SINGLE POLLING

SECURITY CODE =



Make your selection

Enter 4 digit code



ENTER

Confirm with ENTER

## SINGLE POLLING

DELAIED POLL ?  
1.NO 2.YES

Make your selection

Select a menu item (Example: YES)



## SINGLE POLLING

START TIME = HH:MM

Make your selection  
Enter time

Confirm with ENTER





ENTER

# Transmit documents

## Delayed multi polling

Polling is also possible by using groups. They have to be stored in advanced (see [page 49](#)). Delayed group polling is possible also.

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

1 2 3  
4 5 6  
7 8 9  
\* 0 #

2



1. POLLING RESERVE  
2. SINGLE  
3. MULTI  
4. POLL FROM M-BOX

1 2 3  
4 5 6  
7 8 9  
\* 0 #

3

MULTI POLLING  
GROUP NUMBER =(1-15)  
◆


1 2 3  
4 5 6  
7 8 9  
\* 0 #



START

MULTI POLLING  
GROUP NBR=01  
ENTER MORE OR PRESS  
[↵]:TO COMPLETE

1 2 3  
4 5 6  
7 8 9  
\* 0 #



ENTER

MULTI POLLING  
SECURITY CODE ?  
1.NO 2.YES

1 2 3  
4 5 6  
7 8 9  
\* 0 #

1 / 2

WITHOUT  
SECURITY CODE  
Go to A

WITH  
SECURITY CODE  
Go to B

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a group number

Confirm with ENTER

Group number is displayed

Choose additional  
-or-  
confirm with ENTER

Make your selection for security code(see [page 36](#)).

Select a menu item

TF 651 TOSHIBA

Transmit documents 39 GB

# Transmit documents

A

WITHOUT  
SECURITY CODE

1

2

3

4

5

6

7

8

9

\*

0

#

1

MULTI POLLING  
DELAYED POLL ?  
1.NO 2.YES

Make your selection

Select a menu item (Example:  
NO)

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

B

WITH  
SECURITY CODE

1

2

3

4

5

6

7

8

9

\*

0

#

2

SINGLE POLLING  
SECURITY CODE =  
◆◆◆◆

Make your selection

Enter your code

ENTER

MULTI POLLING  
DELAYED POLL ?  
1.NO 2.YES

Confirm with ENTER

Make your selection

Select a menu item (Example:  
YES)

1

2

3

4

5

6

7

8

9

\*

0

#

SINGLE POLLING  
START TIME = HH:MM  
◆◆:◆◆

Make your selection  
Now enter the time

ENTER

Confirm with ENTER

GB 40 Transmit documents

TOSHIBA TF 651



# Transmit documents


## Reserve polling

Other fax partners can poll information from your fax machine if you set up this facility with this function.

Your document which you reserve for polling is read into the memory of the machine so set the document tray is not blocked.


There are two types of reservation available:

- **single reservation:**  
Your stored document is deleted as soon as the document has been polled.
- **permanent reservation:**  
Your stored document is permanently available for polling.



 Only one document can be reserved for polling

Polling can be made between all facsimiles. To secure, that no unauthorized people poll, you can use two ways.

1. **Tel No.:** Tel number of the other party is checked. Only last 5 digits are checked.
2. **CODE:** Only between Toshiba fax possible. Both partys have to use the scan code.



STD      NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

2

1. POLLING RESERVE  
2. SINGLE  
3. MULTI  
4. POLL FROM M-BOX

1

POLLING RESERVE

1. POLLING  
2. PUBLIC FAX M-BOX



1

POLLING RESERVE  
SECURITY CODE/TEL ?  
1.NO    3.CODE  
2.BOTH 4.TEL

2

POLLING RESERVE

SECURITY CODE =    ♦ ♦ ♦ ♦

ENTER

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu.

The first 4 menu items are displayed.

### Select a menu item

### Select a menu item

POLLING = once only  
INFOBOX = permanent

### Select a menu item (Example: 1)

- 1: No check  
2: TOSHIBA-Code plus TEL Nbr.  
3: TOSHIBA-Code  
4: Number only

### Select a menu item (Example: 2 = both)

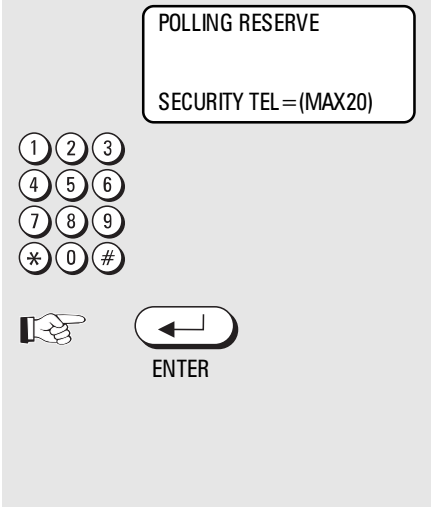
Make your selection

Enter the TOSHIBA code

Confirm with ENTER

# Transmit documents

\*)If case of memory overflow, your dealer is able to offer a memory upgrade. Maybe you can solve the problem by reducing the resolution.



Make your selection

Enter dial number

Confirm with ENTER

While documents are being read in:  
Job number, current memory capacity  
and corresponding page number are  
displayed.

# Transmit documents

## Options

These settings are used for one transmission only:

**1. Setting the number of pages**

Before sending a document, you can use this option to enter the number of pages being sent. The unit will compare the number of pages actually sent with the number you entered. If the page counts are not the same, the PAGE # MISMATCH message appears on the LCD display but the transmission is continued.

**2. 4800 BPS (Overseas transmission)**

Poor quality telephone lines or bad connections can cause problems. Sending and receiving problems are most common when sending documents to long distance or overseas. You can set your unit's transmission speed to 4800BPS for safer data transfer. This setting is automatically canceled after the sending session.

**3. Line monitor**

When the line monitor option is on, you can monitor the condition of the remote party's line through the speaker on your unit without using the telephone handset. You can also set using program key. And also, set using Home position menu.

**4. Protected transmission**

The transmission of documents is restricted! You are now able to transmit only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.

**5. ECM**

**(Switch off error correction)**

Your fax machine is equipped with an error correction facility (ECM). If your fax partner also has an error correction facility, this permits error-free fax transmission. One effect linked with ECM is that the transmission time increases if there are any problems on the line. This may involve very high costs with overseas calls. For this reason, the error correction facility can be temporarily disabled.

**6. TX stamp (option)**

It is possible to mark every document with a red sign. It works in two ways:

- 1) Every document fed into the memory is marked.
- 2) In case of direct transmission, the document is marked if the other party sends OK.



Loading a document is mandatory.



STD    NORMAL  
          AUTO RX  
RESIDUAL MEMORY 100%



MENU

- 1. TRANSMIT
- 2. POLLING
- 3. OPTIONS
- 4. LISTS



3

- 1. PAGE NUMBER
- 2. 4800BPS
- 3. LINE MONITOR
- 4. SET SECURITY TX →



**Load original**

Remember:  
Printed side face down

Document ready

**Start the menu.**

The first 4 menu items are displayed.

**Select a menu item**

**Select option**

**Enter the fax number...**

# Store numbers

## Alphabet dial memory


The alphabet dial facility enables you to enter a two-digit “address” instead of the (frequently long) fax number of your partner. The real fax number is stored under this “address”. With frequently used fax numbers, the alphabet dial facility enables you to save time.

150 alphabet dial memories are available and the name as well as the number of your partner can be stored in this memory. You can use up to 20 characters of your choice in this memory. In addition to this a second number can be stored, if the first number is busy.


ABB. NBR 150	09154/87823 BOND
ABB. NBR 149	024/8768 EVENS
•	
•	
•	
ABB. NBR 003	054/938734 IRVING
ABB. NBR 002	04544/6723 MARKS
ABB. NBR 001	054/376014 MILES

Use the numeric keys for entering the alpha-numeric characters. Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the “#” key to go to the next position. Use the “\*” key to go back one letter and make any corrections.

	ABC	DEF
1	2	3
GHI	JKL	MNO
4	5	6
PQRS	TUV	WXYZ
7	8	9
*	0	#

 Please note that you must press the “\*” button before the actual fax number if your fax machine is connected to a PABX.

STD    NORMAL  
AUTO RX  
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

5

1. ABB. NUMBERS  
2. GROUP NUMBERS  
3. RELAY NUMBERS  
4. PROGRAM KEYS

1

ENTER ABB. NUMBER  
OR PRESS  
[<]:TO CONTINUE  
[↵]:TO COMPLETE

ENTER

ABB. NBR =001  
TEL NUMBER =(MAX38)  
♦

ENTER

ABB. NBR =001  
TEL NUMBER =(MAX38)  
1932825000

ENTER

ABB. NBR =001  
2nd TEL NBR=(MAX18)  
♦

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter ABB number (Example: 1)

Confirm with ENTER

Make your selection

Confirm with ENTER

Make your selection

# Store numbers

After entering the fax number you are requested to set the line transmission speed.

- Select one of the two settings:
- 14.400 BPS: This is the highest transmission speed and the default setting. Confirm with ENTER key.
  - 4.800 BPS: If you have repeated difficulty sending a transmission try this setting. For example: in case of oversea transmissions.






ABB. NBR =001  
2nd TEL NBR=(MAX18)  
1932825000





ABB. NBR =001  
LEFT:[\*] RIGHT:[#]  
ID NAME =(MAX20)  
◆






ABB. NBR =001  
LEFT:[\*] RIGHT:[#]  
ID NAME =(MAX20)  
TOSHIBA







ABB. NBR =001  
LINE SPEED?  
1. 14400BPS  
2. 4800BPS



1 / 2









ABB. NBR =001  
PRESS ONE TOUCH KEY  
TO ENTER OR  
[↵]:TO SKIP




ENTER ABB. NUMBER  
OR PRESS  
[<]:TO CONTINUE  
[↵]:TO COMPLETE



RESET

If you want to store second number -or-

 This entry has to be different

Confirm with ENTER

Make your selection

If not needed press ENTER -or-

Enter the name  
Example: TOSHIBA  
1 x 8 = T #    3 x 4 = I #  
3 x 6 = O #    2 x 2 = B #  
4 x 7 = S #    1 x 2 = A  
2 x 4 = H #

Confirm with ENTER

Select transmission speed

Select a menu item

Confirm with ENTER

Assign a one touch key if needed

-or-

Confirm with ENTER

Additional ABB numbers

-or-

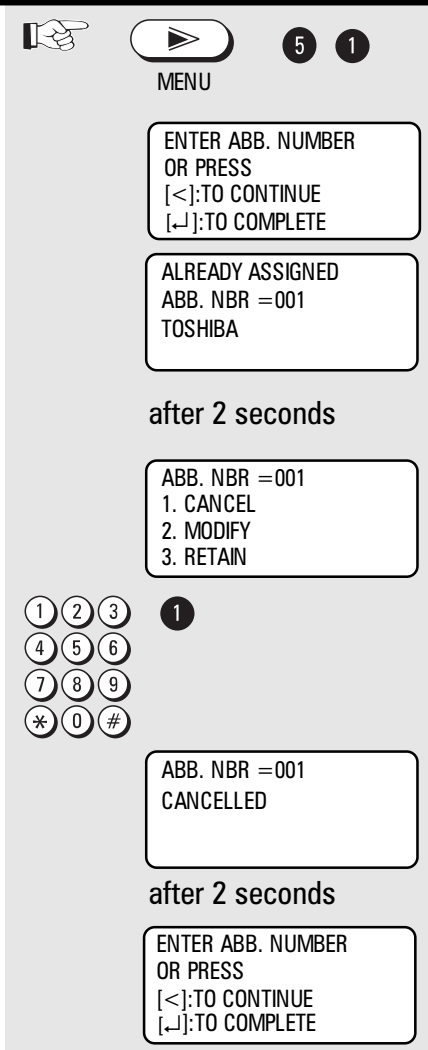
Press RESET, return to standby mode

# Store numbers

## Delete ABB numbers

If you want to **delete ABB numbers** just enter them.

If it is already assigned, you can select how to proceed (Example: ABB, NBR. 1, Name TOSHIBA):



Press...

Make your selection

If already assigned

Select a menu item

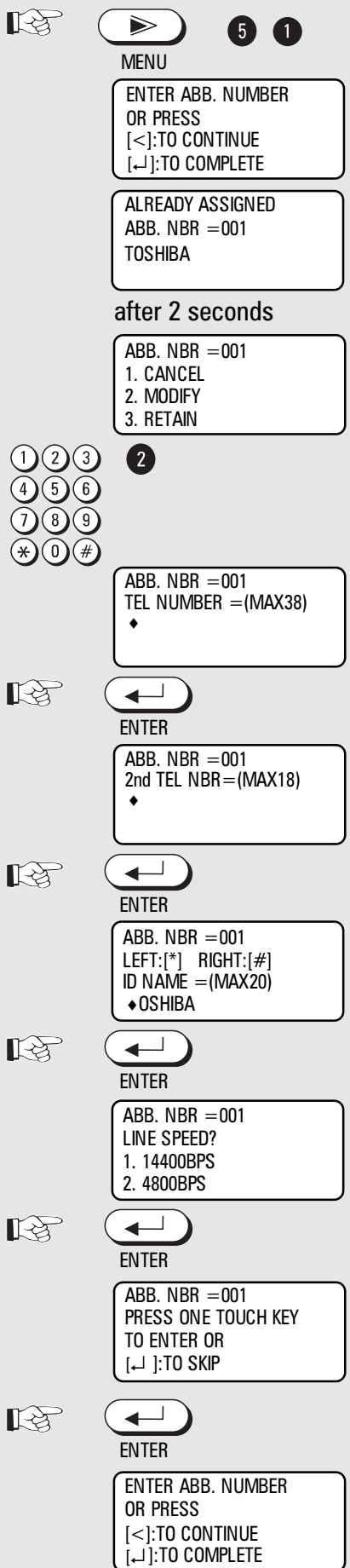
Enter additional ABB numbers

# Store numbers

## Modify ABB numbers

If you want to **modify ABB numbers** just enter them.

If it is already assigned, you can select how to proceed (Example:ABB, NBR. 1, Name TOSHIBA):



Press...

Make your selection

Menu appears

Select a menu item

Change  
and / -or-

Confirm with ENTER

Change  
and / -or-

Confirm with ENTER

Change  
and / -or-

Confirm with ENTER

Change  
and / -or-

Confirm with ENTER

Change  
and / -or-


Confirm with ENTER

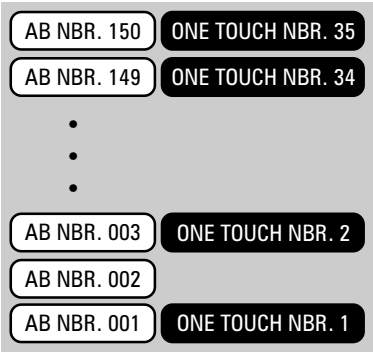
### Additional ABB numbers

# Store numbers




## One-touch dial keys

The one-touch dialling facility is a very easy method of dialling your partner. You can store fax numbers on 35 keys. You need only press one key in order to dial your partner.

 You can only assign a ABB number to a one touch key.



To cancel assignment:

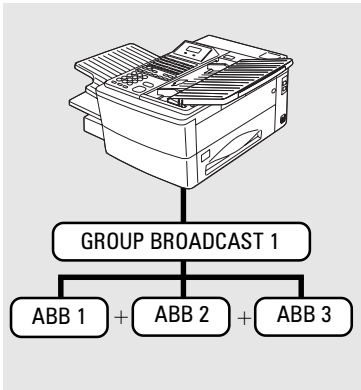
<div>ABB. NBR =001 PRESS ONE TOUCH KEY TO ENTER OR [↵]:TO SKIP</div> <div> 01 ... 35</div> <div>ABB. NBR =001 TOSHIBA ONE TOUCH= 01</div> <div>ENTER ABB. NUMBER OR PRESS [&lt;]:TO CONTINUE [↵]:TO COMPLETE</div>	<p>Proceed like storing ABB numbers</p> <p>...until this display appears Select one touch key</p> <p>Assignment is displayed after 2 seconds</p> <p>additional ABB numbers can be stored</p>
<div>ABB. NBR =001 PRESS ONE TOUCH KEY TO ENTER OR [↵]:TO SKIP</div> <div> 01 ... 35</div> <div>ONE TOUCH= 01 ALREADY ASSIGNED ABB. NBR =001 TOSHIBA</div> <div>ONE TOUCH= 01  1. CANCEL 2. RETAIN</div> <div> 1</div> <div>ONE TOUCH= 01  CANCELLED</div> <div>ABB. NBR =001 PRESS ONE TOUCH KEY TO ENTER OR [↵]:TO SKIP</div>	<p>Proceed like storing ABB numbers</p> <p>...until this display appears Select one touch key</p> <p>Enter one touch key to delete (Example: one touch 1)</p> <p>Actual assignment is displayed</p> <p>after 2 seconds</p> <p>Select a menu item</p> <p>Assignment deleted</p> <p>Select new one touch key</p>



# Store numbers

## Define groups

If you have a fixed number of partner to whom you frequently send broadcast transmissions, the stored broadcast facility is just what you need. There are 15 methods of creating groups of your choice. You can also assign four of these grooups to four special keys so that a broadcast transmission can be initiated at the push of a button. if permanent group is to be defined, all users of a group must be arlready be in alphabet dial directory.



15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

123  
456  
789  
\*0#

5

MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

123  
456  
789  
\*0#

2

1. ABB. NUMBERS  
2. GROUP NUMBERS  
3. RELAY NUMBERS  
4. PROGRAM KEYS

123  
456  
789  
\*0#

1

ENTER GROUP NUMBER  
OR PRESS  
[<]:TO CONTINUE  
[↵]:TO COMPLETE

123  
456  
789  
\*0#

ENTER

GROUP NBR =01  
LEFT:[\*] RIGHT:[#]  
ID NAME =(MAX20)  
◆

123  
456  
789  
\*0#

ENTER

GROUP NBR =01  
  
ENTER ABB. NUMBER OR  
[↵]:TO COMPLETE

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter group number

Confirm with ENTER

Make your selection








Enter group name  
Example: TOSHIBA  
1 x 8 = T #    3 x 4 = I #  
3 x 6 = O #    2 x 2 = B #  
4 x 7 = S #    1 x 2 = A  
2 x 4 = H #

Confirm with ENTER

Make your selection


Your choice


# Store numbers

 ENTER <div>GROUP NBR=01 ENTER ABB. NUMBER OR [↵]:TO COMPLETE</div>	Confirm with ENTER  Make your selection  Additional ABB numbers -or-
 ENTER <div>GROUP NBR=01 PRESS ONE TOUCH KEY TO ENTER OR [↵]:TO SKIP</div>	Confirm with ENTER  Make your selection
 01 ... 35   ENTER <div>ENTER GROUP NUMBER OR PRESS [&lt;]:TO CONTINUE [↵]:TO COMPLETE</div>	Press one-touch key   If one touch key is already assigned refer to <a href="#">page 27</a>  additional groups -or-
 RESET	Press RESET, return to standby mode

## Programming one-touch keys

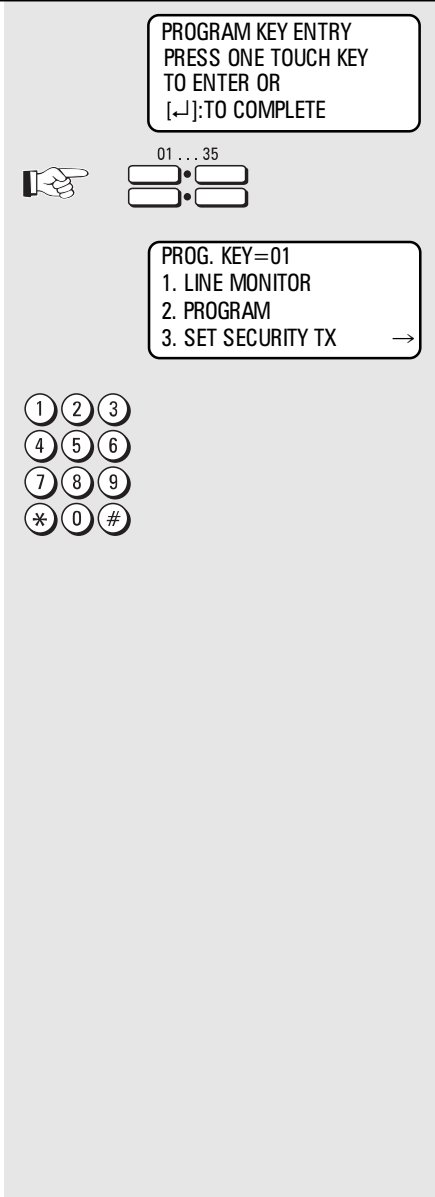
You can transmit simply and conveniently using a program key. A one-touch key in which certain operations have been programmed is called a program key.

 A one touch key can be used once only!

<div>15.03.95 19:56 AUTO RX RESIDUAL MEMORY 100%</div>  MENU <div>1. TRANSMIT 2. POLLING 3. OPTIONS 4. LISTS →</div> <div>1 2 3 4 5 6 7 8 9 * 0 #</div> <div>5</div> <div>1. ABB. NUMBERS 2. GROUP NUMBERS 3. RELAY NUMBERS 4. PROGRAM KEYS</div> <div>1 2 3 4 5 6 7 8 9 * 0 #</div> <div>4</div>	standby mode  Start the menu.  The first 4 menu items are displayed.  Select a menu item  Select a menu item
--	--

# Store numbers

- 1. Monitoring.** To monitor dialling use this function. Wrong telephone numbers can be detected this. Specially, if other party is always busy, use this function.
- 2. Programming.** Transmission or polling action, which are made very often can be stored. Just programm them once, after that pressing one touch button is enough.
- 3. Protected transmission.** The transmission of documents is restricted. You are now able to transmit documents only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.
- 4. Delayed transmission.** If you want to use delayed transmission to save telephone costs, this function can do so. The stored time is automatically assigned to next transmission by pressing one touch key.
- 5. Language:** Multinational offices may require this function. A special language can be activated by pressing a one touch key.
- 6. 4899 BPS.** When sending documents overseas or in the event of an increased error ratio, you should reduce the transmission speed in order to avoid errors. The rules for fax transmission are the same as the rules for driving a car. Adapt your speed to the conditions!
- 7. Personalbox.** This machine is able to handle 7 personal boxes. People using Toshiba fax, are able to send to this box.
- 8. TX stamp.** Every document, which is read into the memory can be marked. In case of direct transmission, the document is marked after the other party sent OK.



Press one touch key...

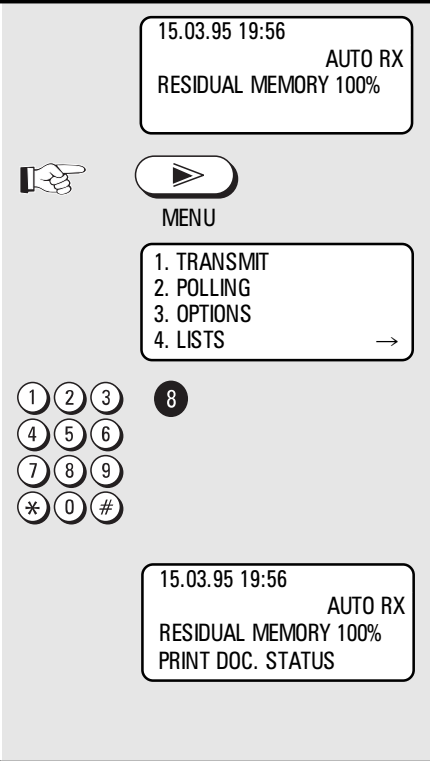
The first menu items are displayed.

Select function (No. see description)

# Report prints

## Menu List

The printed menu list shows the control functions available in the menu system.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The report is printed.

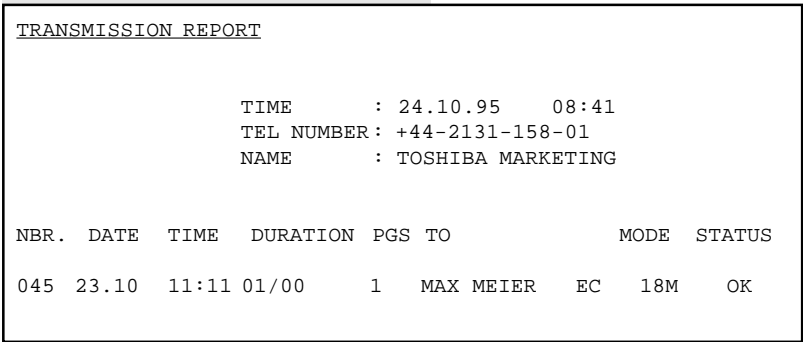
## Activate printing report

Not all reports are printed out automatically; they have to be requested specially. These lists can provide information concerning the current state of the fax machine. The following reports can be printed:

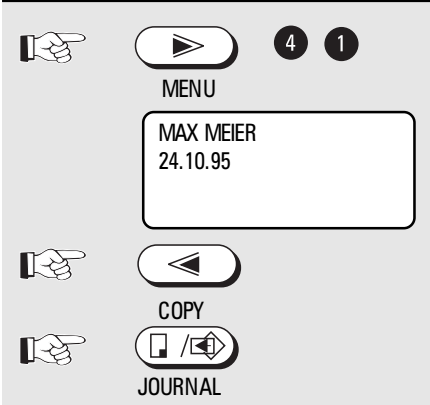
- TX report
- Multi address report
- Journal
- Last transmission
- Telephone number list
- Reservation list
- Department list
- Function list

## Transmission report

This report can be printed after every transmission or in the event of a defective transmission. It provides information about the most important transmission data. Please refer to [page 56](#) for switching ON/OFF.



The last 40 transmission can be recalled.



Search until you find the right entry

The report is printed.

# Report prints

## Multi-address transmission Report

The multi-address transmission report shows the results of multi-address transmissions.

MULTI TRANSMISSION REPORT

TIME : 24.10.95 08:41

TEL NUMBER : +44-2131-158-01

NAME : TOSHIBA MARKETING

FILE NUMBER : 15

GROUP NUMBER :

ABB.NUMBER : 001 010

TEL NUMBER : 02131158900

START TIME : 28. 10. 95 14:16

END TIME : 28. 10. 95 14:28

PAGES : 01

SUCCESSFUL TEL NUMBER

001 RAINER 685970

02131158900

UNSUCCESSFUL TEL NUMBER

010 SCOTTY 282740

PAGES

00

## Transmission and reception journal

Your fax machine will record messages which you transmit or receive in the form of transmission and reception journals. These lists are printed out automatically after every 40 transmissions. You should file this list as a record of the document jobs; if your fax machine has to be serviced, this list can provide valuable assistance for to cure the problem.

To activate printout press JOURNAL button.

TRANSMISSION JOURNAL

TIME : 24.10.95 08:41

TEL NUMBER : +44-2131-158-01

NAME : TOSHIBA MARKETING

NBR.	DATE	TIME	DURATION	PGS	TO	MODE	STATUS
001	12.02	17:22	00/24	01	+4921319876543	EC 10 M	OK
002	12.02	17:23	00/25	01	+4921311234567	EC 18	OK

RECEPTION JOURNAL

TIME : 12.02.94 17:44

TEL NUMBER : +44-2131-15801

NAME : TOSHIBA

NBR.	DATE	TIME	DURATION	PGS	TO	MODE	STATUS
001	12.02	17:37	00/24	01	+492131001234	EC 44 M	OK
002	12.02	17:40	00/25	01	+492131765432	EC 34 M	OK

Explanation:

**NBR:**  
Lists the communications in the order they occurred.

**DATE:**  
Date

**TIME:**  
Time of transmission

**DURATION:**  
Gives the length of each communication in minutes and seconds.

**PGS:**  
Gives the number of pages per transmission or reception.

**TO or FROM:**  
Gives ID or telephone number of the receiver or sender.

**MODE:**  
Indicates the type of communication:  
HS High Speed Transmission, only possible between TOSHIBA machines.  
G3 Communication in standard groups operational mode.  
EC Error correction mode.  
EX Error correction with TOSHIBA fax  
P Documents were sent/received by polling.  
M: Indicates a memory communication.  
♦ alternate number was dialed

**STATUS: (of communication)**  
OK means successful  
NG stands for communication error  
see: error codes [page 70](#).

TF 651 TOSHIBA

Report prints 53 GB

# Report prints

## The dial number lists

This list contain the numbers stored in the memory

- one touch key list
- ABB numbers list
- group numbers lis

## Jobs in progress

This list indicates which jobs are still stored by the fax machine or which jobs still have to be progressed. This information may be useful if you have stored any urgent jobs or if you wish to delete a particular job.

<u>JOBS IN PROGRESS</u>					
		TIME	:	28.10.95	14:18
		TEL NUMBER:	:	+44-2131-158-01	
		NAME	:	TOSHIBA	
FILE	FUNCTION	PGS	MAIL	TIME	TO
15	STORED BROADCAST	01			
16	DELAYED POLLING				021311234567
17	STORED BROADCAST	01		18:00	


# Report prints

## The function list

This list provides information concerning all settings of the fax machine. They correspond with the settings which you have made. Keep this list for any service work which may be necessary.

FUNCTION LIST		P. 01
TIME	: 24.10.95 08:45	
TEL NUMBER	: +44-2131-158905	
NAME	: TOSHIBA MARKETING	
. JOURNAL		. POWER SAVER : ON
		21:00-:07:00
MANUAL	: TX/RX	. TONER DENSITY : 3
AUTO	: ON	. RX REDUCTION : ON
ERROR CODE	: OFF	. DISCARD : ON
. TTI	: INSIDE	
. COLLATED PRINT	: OFF	. TOTAL PAGE
. VOLUME	: 1	SCAN : 107
. HOME POSITION		PRINT : 662
RESOLUTION	: STD	DRUM : 662
CONTRAST	: NORMAL	. AUTO RECEIVE MODE : AUTO RX
MEMORY TX	: OFF	CALL TIME : 1
	(QUICK SCAN)	
LINE MONITOR	: OFF	
SECURITY TX	: OFF	. SYSTEM-PASSWORD : 0000
STAMP	: OFF	
. ECM	: ON	
. PRIVILEGED RX	: OFF	
. COMM. REPORT		
TX REPORT	: ON ERROR	
MEMORY TX REPORT	: ON ERROR	
MULTI-ADD REPORT	: ON ERROR	
SINGLE TX (MULTI-ADD)	: OFF	
MULTI-POLLING REPORT	: ON ERROR	
CANCEL LIST	: ON	

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%



▶

MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS →

1 2 3  
4 5 6  
7 8 9  
\* 0 #

4

1. DISPLAY LAST TX  
2. RESERVATION  
3. TELEPHONE NBRS  
4. FUNCTION →

1 2 3  
4 5 6  
7 8 9  
\* 0 #

4

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%  
PRINT DOC. STATUS

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

overview of lists

Select a menu item

The report is printed.


TF 651 TOSHIBA

Report prints 55 GB



# Report prints

## Individual report setting

Your machine is able to make different printouts. May be all of them are not required. Take your time and see if all of them are needed.

 This setting we offer is a recommendation.

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

→

1 2 3  
4 5 6  
7 8 9  
\* 0 #

6

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

→


1 2 3  
4 5 6  
7 8 9  
\* 0 #

9 4

SET SINGLE-TX REPORT  
1. ALWAYS  
2. ON ERROR

1 2 3  
4 5 6  
7 8 9  
\* 0 #


2

  
ENTER

SET MEMORY-TX REPORT  
1. ALWAYS  
2. ON ERROR

1 2 3  
4 5 6  
7 8 9  
\* 0 #


2

  
ENTER

SET MULTI-ADD REPORT  
1. ALWAYS  
2. ON ERROR  
3. OFF

1 2 3  
4 5 6  
7 8 9  
\* 0 #

1

  
ENTER

SINGLE TX(MULTI-ADD)  
1. ALWAYS  
2. ON ERROR

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

TX report for direct transmission

Select a menu item

TX report after memory transmission

Select a menu item

TX report after group transmission

Select a menu item

Single TX report during group transmission



# Report prints

123  
456  
789  
\*0#

2

←

ENTER

SET MULTIPOLL REPORT  
1. ALWAYS  
2. ON ERROR  
3. OFF

123  
456  
789  
\*0#

2

←

ENTER

PRINT DOCUMENT  
1. ON  
2. OFF

123  
456  
789  
\*0#

1

←

ENTER

CANCEL LIST  
1. ON  
2. OFF

123  
456  
789  
\*0#

2

←

ENTER

←

RESET

Select a menu item

Set Multipoll report.

Select a menu item

The cover sheet of transmission is printed on the report.

Select a menu item

A cancel list is printed after deleting a job.

Select a menu item

Confirm with ENTER Mit Eingabe bestätigen

Press RESET, return to standby mode

TF 651 TOSHIBA

Report prints 57 GB

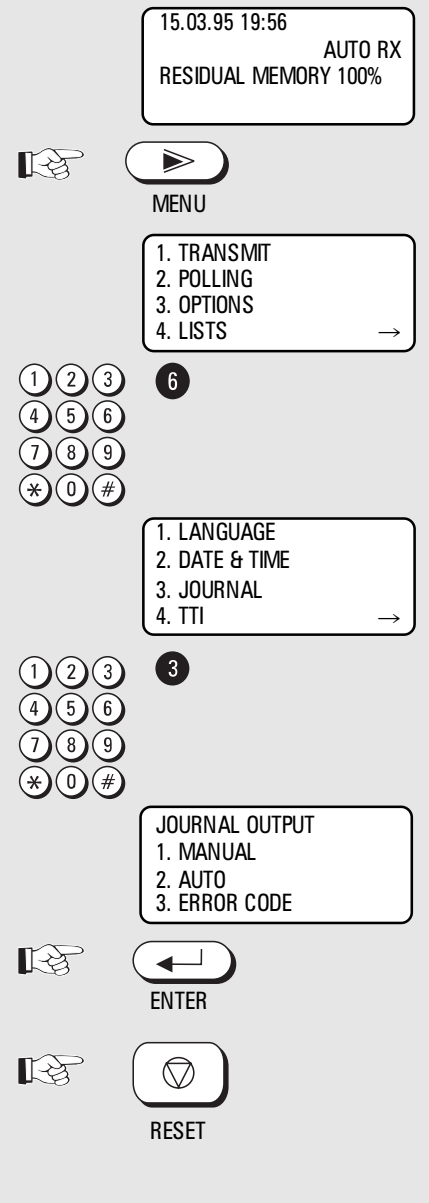
# Report prints

## Journal Settings

Your fax machine documents all fax messages which you send or receive in the form of sending and receiving journals. This list is automatically printed out whenever 40 documents have been sent or received.

You are able to disable this automatic printout facility, so that it can only be activated at your request. Following selections can be made:

1. Printout after pressing journal button
  - TX journal only
  - RX journal only
  - TX/RX journal
2. Automatic printout after 40 transmissions
  - ON
  - OFF
3. Error code is printed
  - ON
  - OFF



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Confirm with ENTER

Press RESET, return to standby mode

# Advanced settings

## Set transmission header position

The transmission header contains the code, the name, time of transmission and the current page number. Normally it appears in the top 5 mm of the incoming copy. If this area contains important information, this information is overwritten by the transmission header. In order to prevent this from happening, you are able to displace the transmission header. Accordingly, the transmission header is first printed before the copy is printed. The effect is that the length of the incoming copy is extended by approx. 5 mm.

15.03.95 19:56  
RESIDUAL MEMORY 100%  
AUTO RX

123  
456  
789  
\*0#

6

MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

123  
456  
789  
\*0#

4

SET TTI  
1. INSIDE  
2. OUTSIDE

123  
456  
789  
\*0#

1 / 2

ENTER

RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item


Confirm with ENTER

Press RESET, return to standby mode


# Advanced settings

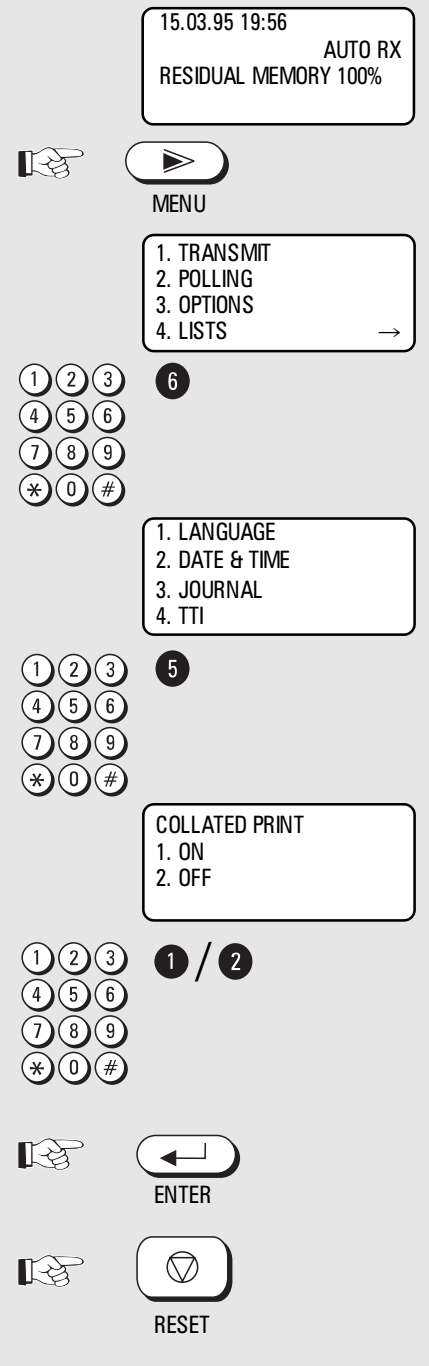
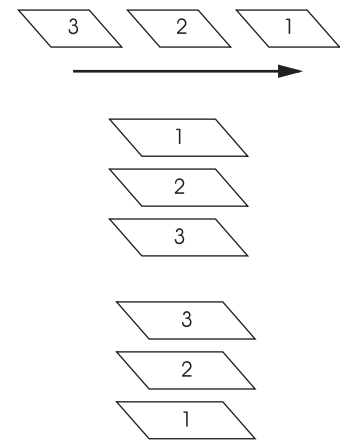
## Collated Print

Function which stores all contents of one communication on memory during reception and prints sequentially from the last page. (Function which sorts sequence of output (printing) of the received documents)

 In case of large volume reception it is recommended to set this function off.

Conditions:  
The function may be interrupted depending on memory status remained. In such case, a normal printing will be made from first page. When division print is set up, the printing sequence may vary. In multiple receptions, the printing sequence may vary.

 If you find that the memory is frequently too small, ask your dealer for a memory expansion!



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item


Confirm with ENTER

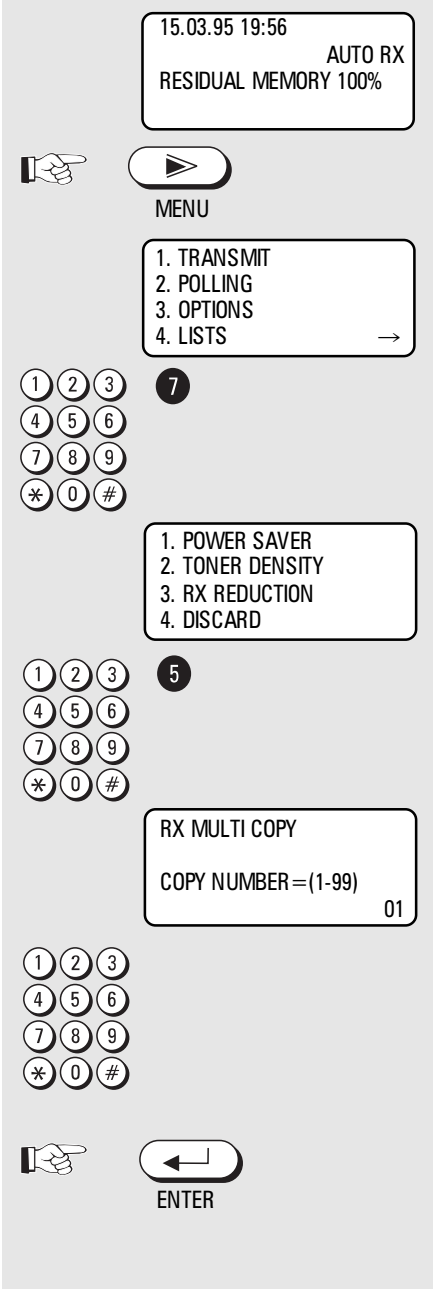
Press RESET, return to standby mode

# Advanced settings

## Multi Copy

If you need additional copies of received documents, the machine can do so. A sorted printout will be made directly from the memory.

 If you find that the memory is frequently too small, ask your dealer for a memory expansion!



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection


Enter the number of printouts


Confirm with ENTER

# Advanced settings

## Department code

This is a security and accounting function that restricts use. A 5 digit code permits usage. You can also monitor usage by department (up to 20 ). Department code usage generates different journal also.


 Code No. 01 is the master code. This is the key to assign different departments. Only authorized people should know. Every department will have their own unlock code.


 After 2 minutes without entry machine is locked again.

15.03.95 19:56

AUTO RX

RESIDUAL MEMORY 100%





MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

→

123  
456  
789  
\*0#

6

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

123  
456  
789  
\*0#


7


DEPT CODE ENTRY

1.YES 2.NO

123  
456  
789  
\*0#


1






ENTER

MASTER CODE ENTRY  
LEFT:[\*] RIGHT:[#]  
MASTER NAME=(MAX10)





ENTER

## Activate Department standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection







Select a menu item

Confirm with ENTER

Enter the name  
Example: TOSHIBA  
1 x 8 = T #    3 x 4 = I #  
3 x 6 = O #    2 x 2 = B #  
4 x 7 = S #    1 x 2 = A  
2 x 4 = H #

Confirm with ENTER

# Advanced settings

	<div>MASTER CODE ENTRY MASTER NBR=01 MASTER CODE =</div> <div><div>123 456 789 *0#</div><div><div>ENTER</div></div><div>DEPT CODE ENTRY  1.YES 2.NO</div><div><div>RESET</div></div></div> <td data-bbox="889 178 1264 914"><div>Enter Master code</div><div>Confirm with ENTER</div><div>Additional department -or-</div><div>Press RESET, return to standby mode</div><div> Turn off the power</div></td>	<div>Enter Master code</div> <div>Confirm with ENTER</div> <div>Additional department -or-</div> <div>Press RESET, return to standby mode</div> <div> Turn off the power</div>
<div>Modify or delete a department</div>	<div>ENTER DEPT CODE AUTO RX RESIDUAL MEMORY 100%</div> <div><div>123 456 789 *0#</div><div><div>ENTER</div></div><div><div>MENU</div></div><div>1. TRANSMIT 2. POLLING 3. OPTIONS 4. LISTS →</div><div><div>123 456 789 *0#</div><div>6</div></div><div>1. LANGUAGE 2. DATE &amp; TIME 3. JOURNAL 4. TTI</div><div><div>123 456 789 *0#</div><div>7</div></div></div> <td data-bbox="889 914 1264 2050"><div>Enter Master code</div><div>Confirm with ENTER</div><div>Start the menu.</div><div>The first 4 menu items are displayed.</div><div>Select a menu item</div><div>The first 4 menu items are displayed.</div><div>Select a menu item</div></td>	<div>Enter Master code</div> <div>Confirm with ENTER</div> <div>Start the menu.</div> <div>The first 4 menu items are displayed.</div> <div>Select a menu item</div> <div>The first 4 menu items are displayed.</div> <div>Select a menu item</div>

# Advanced settings

DEPT CODE ENTRY

1.YES 2.NO

1 2 3

4 5 6

7 8 9

\* 0 #

1

DEPT CODE ENTRY


DEPT NUMBER=(1-20)

1 2 3

4 5 6

7 8 9

\* 0 #



ENTER

DEPT NBR =02

1. CANCEL

2. MODIFY

3. RETAIN

1 2 3

4 5 6

7 8 9

\* 0 #

Make your selection

 This display only appears with the master code.

Select a menu item

Make your selection

Select department code to cancel or modify

Confirm with ENTER

Make your selection

Select a menu item

Continue




# Advanced settings


## Deactivate Mastercode

ENTER DEPT CODE  
AUTO RX  
RESIDUAL MEMORY 100%

1 2 3  
4 5 6  
7 8 9  
\* 0 #



ENTER



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

6

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

7

DEPT CODE ENTRY  
1.YES 2.NO

2

Mastercode

Confirm with ENTER


Start the menu.

The first 4 menu items are displayed.


Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection  
 This display only appears with the Master code

Select a menu item

 All settings are still stored. You can activate them again by using new Master code.



# Advanced settings

## Home position

You can adjust the home position of several functions to your personal belongings. Such are:

- 1. Resolution and contrast
- 2. Memory TX and Direct transmission
- 3. Monitoring
- 4. Security TX

ENTER DEPT CODE  
AUTO RX  
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

→

1 2 3  
4 5 6  
7 8 9  
\* 0 #

6

1. LANGUAGE  
2. DATE & TIME  
3. JOURNAL  
4. TTI

1 2 3  
4 5 6  
7 8 9  
\* 0 #

8



1. DOCUMENT MODE  
2. MEMORY TX  
3. LINE MONITOR  
4. SET SECURITY TX

1 2 3  
4 5 6  
7 8 9  
\* 0 #

1

SET RESOLUTION  
1.STD  
2.FINE  
3.SF



1 2 3  
4 5 6  
7 8 9  
\* 0 #





ENTER

SET CONTRAST  
1. NORMAL DOCUMENT  
2. DARK DOCUMENT  
3. LIGHT DOCUMENT

1 2 3  
4 5 6  
7 8 9  
\* 0 #



ENTER



RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Make your selection

Select a menu item

Confirm with ENTER

Make your selection

Select a menu item

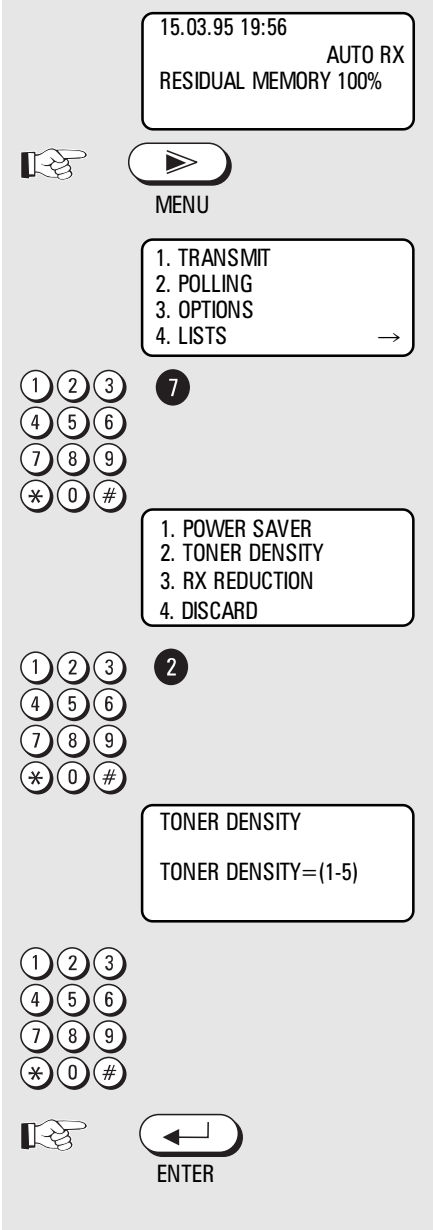
Confirm with ENTER

Press RESET, return to standby mode

# Advanced settings

## Toner density

It is possible to reduce toner consumption with this function. Adjust the amount of toner printed on the page. Be carefull, because the blackness of print out might be too low.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection  
1 = less toner  
5 = black printout

Your choice

Confirm with ENTER



# Advanced settings

## Power Saver

If you want to save money, your fax machine can do so. Just activate this special function with a timer.

Receiving is possible of course, only heating time gets a little longer

15.03.95 19:56  
AUTO RX  
RESIDUAL MEMORY 100%

  
MENU

1. TRANSMIT  
2. POLLING  
3. OPTIONS  
4. LISTS

→

1 2 3  
4 5 6  
7 8 9  
\* 0 #

7

1. POWER SAVER  
2. TONER DENSITY  
3. RX REDUCTION  
4. DISCARD



1 2 3  
4 5 6  
7 8 9  
\* 0 #

1

POWER SAVER  
1. ON  
2. OFF



1 2 3  
4 5 6  
7 8 9  
\* 0 #

1

  
ENTER

HEATER OFF TIME  
HH:MM-HH:MM  
00:00-00:00

Heater switch off time    Heater switch on time

  
ENTER

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.


Select a menu item

Make your selection

Select a menu item

Confirm with ENTER


Make your selection



The entry of 00:00 - 00:00 is allowed, to have 24 hour power saver.

Confirm with ENTER

# Possible problems

<div>Error messages in the Display</div> <div>Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.</div> <div> Press STOP to clear error messages.</div>		
Display	Cause	How to correct
DOCUMENT JAM	Documents have jammed in the document feeder.	Remove the paper and press RESET.
PAPER EMPTY	The recording paper cassette is empty	Load new recording paper in the cassette (see <a href="#">page 5</a> ). Do not switch the machine off!. Or data in the memory will lost
PAPER JAM	The recording paper has jammed.	Remove the jammed paper (see <a href="#">page 73</a> ).
COVER OPEN	The cover is open.	Close the cover. Have you inserted the process unit correctly?
CONFORM PROCESS UNIT	The process unit is not installed.	Install the process unit correctly. Pull the lock forward.
DRUM LIFE WARNING	The process unit is running out.	Order a new process unit from your TOSHIBA dealer.
REPLACE DRUM	The process unit is empty	Replace the process unit
TONER LOW	The toner is runnig out	Order a new toner cartridge. Install a new toner cartridge. About 100 sheets can be printed after this is displayed (see <a href="#">page 6</a> ).
TONER EMPTY	There is not enough toner for printing	Install a new cartridge (see <a href="#">page 6</a> ).
MEMORY OVERFLOW	The memory is full	Contact your dealer, as a memory expansion is available. Use the document tray to transmit documents.
PUT IN DOCUMENT	No document present	The action requires a document.
MEMORY FAILURE	The fax machine has malfunctioned	Contact the TOSHIBA dealer
COMMUNICATION ERROR	Transmission error.	Try to solve the problem according to the next pages.
NOT POSSIBLE	A function was selected, wich is not possible at the moment.	Refer to manual
LINE BUSY	Other party was busy	Check number. Did you use * in PABX?
MEMORY REC. LOST	After memory reception machine was switched off	Ask other party to send again
PAGE# MISMATCH	Page counter and actual documents are diffe- rent	Press RESET and check qty.
MEMORY RECEPTION	Documents had been received into the memory	Add Paper. Documents will be printout automaticly
POLLING ERRORR	The security code was wrong	Check code

# Possible problems

Anzeige	Cause	How to correct
FEATURE UNAVAILABLE	Remote party did not have this feature	Reconfirm the feature
POWER FAILURE	A power failure has occurred	Press RESET. Stored documents were erased.
MEMORY ERASED	Stored numbers had been broken	Press RESET. Ask your Toshiba dealer.
PRINTER DISORDER	Printer section is out of order	Call your TOSHIBA dealer and tell him the code shown in the display

## Error codes in journal

The display message transmission error is explained by the indicated error code.

Code Number	Cause	How to correct
10	Paper empty	Remove the document, see also <a href="#">page 5</a> .
11	Paper jam	Remove the jammed paper see also <a href="#">page 74</a> .
12	Document jam	Remove the document, see also <a href="#">page 73</a> .
13	Cover open	Close all parts.
20	Power failure	A power failure has occurred.
30	RESET button was pressed	Send again without pressing RESET.
31	No answer for call request	Answer the call request.
32	Memory reception	Documents had been received into the memory see also <a href="#">page 43</a> .
33	Polling error	The security code is wrong.
42	Memory overflow	There is no free Memory available. Contact your dealer as memory expansion unit is available.
50	Line busy	Other party was busy, see <a href="#">page 75</a> .
53	Feature unavailable	Remote party did not have this feature see <a href="#">page 75ff</a> .
80 -86	Communication error	Attempt to clarify the problem using the next pages.
87	Not possible	A function was selected, wich is not possible at the moment.

# Possible problems

## Transmission problems

Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service

technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.

### Problem

### possible causes ...

### ... and solutions

Your document is not automatically pulled into the feeder.

Your machine displays an error.

If the display gives an error message, clear the fault and delete the display with RESET.

The display is blank.

Check there is power on the machine. The machine must be switched on (see [page 4](#)).

Document size or thickness of paper are not acceptable.

Use acceptable documents only (see [page 22](#)).

The operator control panel is not firmly locked.

Close the cover. It should be firmly locked in place on both sides.

The text "transmission" is not displayed when you press the START key.

You replaced the receiver before pressing START.

Try again. Replace the receiver only when you have pressed START.

The document is damaged during sending or copying.

Document format or paper thickness not as specified.

Use acceptable documents only (see [page 22](#)).

The document guides are not properly adjusted to the paper size.

Adjust the document guides accordingly.

Your fax machine performed transmission correctly but the message was not received by the receiver.

The other machine is out of paper.

Ask the receiver to put paper in his machine.

The receiver received a blank sheet instead of the document sent.

You loaded your document in the machine with the image face-up.

Send your document again: the image must be face-down on your document feeder.

The receiver reports: The document transmitted is difficult to read.

Your machine's document reader is dirty or damaged.

Make a copy of your document on your fax machine (see [page 20](#)). If your copy is also difficult to read, clean the document reader.

RESOLUTION and CONTRAST are not set correctly.

Make a copy on your fax machine (see [page 20](#)) and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. (see [page 30/31](#)). Then send again.

The telephone connection is poor.

Redial. You may get a better connection.

Abbreviated or one-touch dialling do not work.

Abbreviated or one-touch dialling number is not correctly stored.

Check and correct stored numbers (see [page 44](#)).

No dial tone is heard when handset is off-hook.

The telephone is not correctly connected.

Check that your telephone is connected correctly to the socket (see [page 4](#)).

The fax machine is not correctly connected.

Plug the connecting cable of your fax machine into the socket (see [page 4](#)).

Your call does not arrive although you have dialled the correct number.

Your fax machine has been set to the wrong dialling mode.

Switch to the correct dialling procedure: DTMF or pulse-dialling (see [page 11](#)).

If you are connected to a PABX: You have set the wrong line type.

Set the line types to EXTENSION (see [page 12](#)).

Your fax machine is not connected to the PSTN.

Plug the connecting cable of your fax machine into the socket (see [page 4](#)).

# Possible problems

Receiving problems		
	Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.	
Problem	possible causes ...	... and solutions
You press START to receive an document. But you receive nothing.	Your have an error displayed.	If the display shows an error message, eliminate the fault and delete the display with RESET.
	The fax machine is not correctly connected.	Check the wiring. See <a href="#">page 4</a> .
	The display is blank.	Check there is power to the machine. The machine must be switched on (see <a href="#">page 4</a> ).
	There is still a document in the feeder.	Press RESET and remove the document.
	Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.	When receiving the next fax, be sure to replace the handset only after you have pressed START.
	The operator control panel is not closed.	Close the cover. Both sides of the cover must be firmly locked in place.
Your recording paper is not fed out.	The recording paper in your machine is jammed.	Remove the jammed paper (see <a href="#">page 74</a> ).
The dcoument received is difficult to read.	Document quality is poor.	Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it send again.
	The telephone connection is poor.	Ask the sender to transmitt the document again (see <a href="#">page 6</a> ).
You receive a completely blank document.	The sender made a mistake when loading the document.	Check whether the sender loaded in the correct manner.
The document received is partially printed.	The operator control panel of your fax machine is not closed properly on both sides.	Close the cover. Both sides of the cover must be firmly locked in place.
You can send fax messages without any problem, although you cannot receive any.	Receiving protection is activated.	Switch off receiving protection (see <a href="#">page 17</a> ).



# Possible problems

## Cleaning document scanner

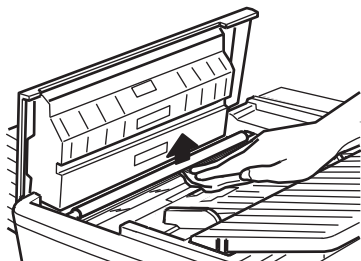
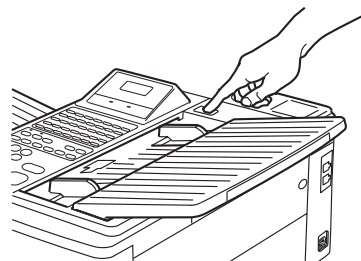
Never use abrasive materials to clean your fax machine - they could cause damage. If documents transmitted are difficult to read, the document scanner must be cleaned. You can easily tell when: Make a test copy of the document on your fax machine and compare the copy with the original.

### Before you open

the operator control panel as shown ...  
... print out any data which may be stored.



Then switch off your fax machine.



### Using a soft cloth,

wipe the movable white roller and the glass panel underneath.

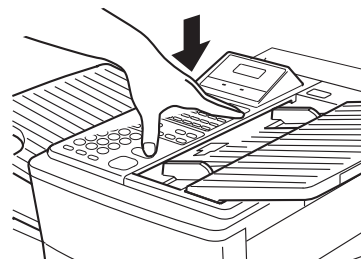


If these parts are very dirty, you can also use a slightly moist cloth and then wipe off with a dry cloth.

### Before closing

the operator control panel, return the white roller to its former position.

Switch your fax machine on again.



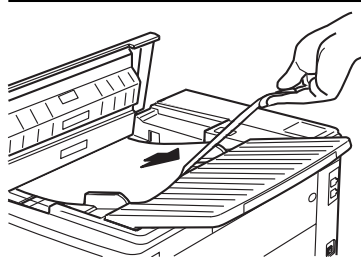
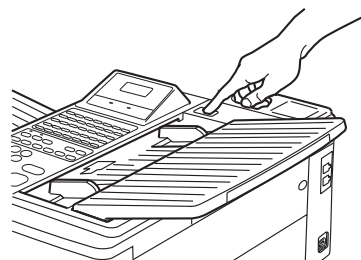
## Document jam

### How to clear a document jam

Press the release button to open the control panel cover.



Keep the power ON.



### The jammed document

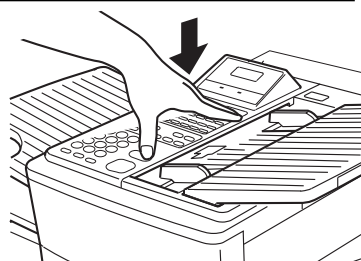
can be carefully removed.



Do not try to send the jammed document again. Use a carrier sheet or make a photocopy and transmit this instead.

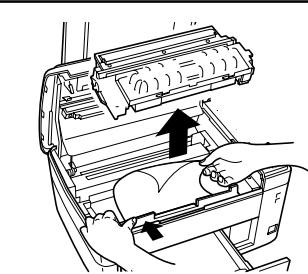
### Close the control panel

Take care that the cover locks firmly into place. Now by pressing RESET delete the error message.

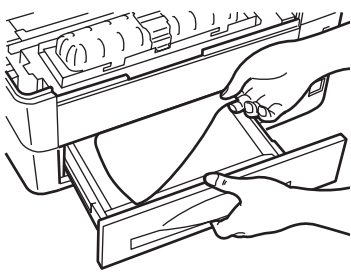


# Possible problems

## How to clear a recording paper jam

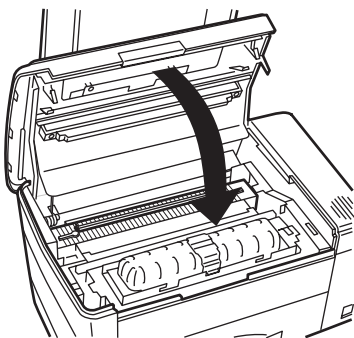


**After opening**  
the upper cover and side cover of the housing,  
you will see the possible locations where the  
paper may be jammed: Remove the paper from  
here without applying force...

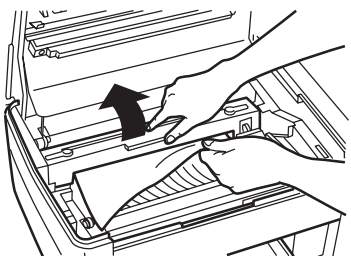


... or from underneath the process unit.  
  
Do not touch any parts inside the machine  
other than those described here. The heater  
cover may be very hot - even when the machine  
is switched off.

When paper is jammed, never open the  
recording paper cassette.

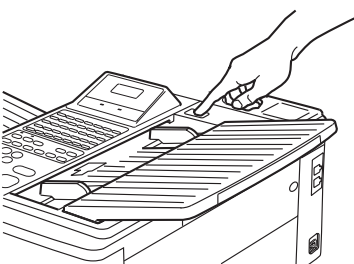
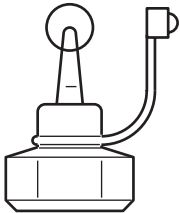


If necessary, pull up the fixer unit and carefully  
pull out the jammed paper.  
  
After you have replaced the process unit, close  
the covers by pressing down lightly until they  
lock into place. Now delete the error message  
by pressing RESET.



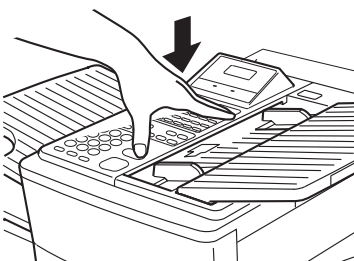
## Filling the stamp ink

When the density of the stamp mark lowers, fill  
the ink.

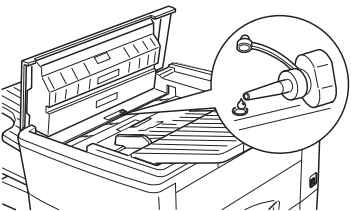


Open panel by pressing release button.

Apply one or two drops of the stamp ink.



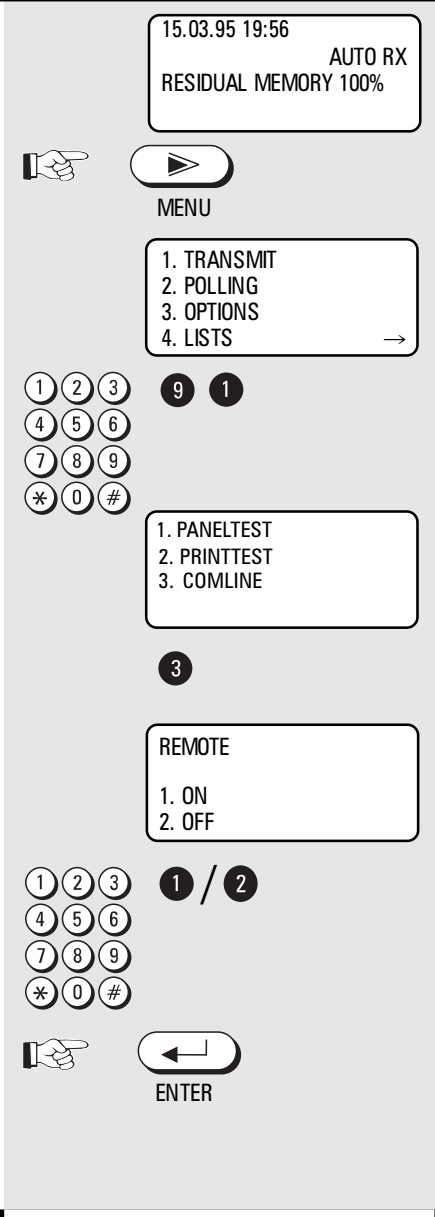
Close the operator panel.



# Possible problems

## Remote maintenance (COMLINE)

Your fax machine permits remote diagnosis. This means that the internal settings can be read and changed via a telephone line. In order to ensure that data protection is assured, COMLINE is possible only after you enable your machine for this facility.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

## Connection to PABX

If the TF 651 is connected to a PABX, the functions have to be modified. The standard setting for this case is described starting on [page 12](#). If any problems or malfunctions occur, please consider the following items; you may have to discuss these items with the operator of the PABX:

- Does the PABX have public line capability?
- Does the PABX have DDI capability?
- Have you entered the "\*" key before the actual fax number?
- How is the public line obtained (earth key, flash, number)?
- What dialling method is used (pulse-dialling, DTMF dialling)?


# UK Connection information

This toshiba Facsimile Transceiver is intended for connection to public telecommunications services as follows:

By using the cable described as TEL LINE CABLE in the packaging list of the instruction manual. This cable plugs into the socket on the left hand side of the TF 651 which is marked LINE and the other end into the standard PSTN analogue socket found in the UK.

This terminal equipment complies with the following requirements:  
Group 3 Fax modem  
Automatic call initiation  
Storage of telephone numbers for retrieval by a predetermined code  
Automatic dialling  
Automatic repeat attempts  
Call progress monitor  
Series connection facility  
LD or MF dialling  
Operation with or without dial tone being present.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

We declare, that Toshiba is using  mark in compliance with EN 50 082-1, EN 55 022/B and EN 60 950

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